

**Instructions for Attachment 1**  
**Comprehensive Data Analysis Worksheet**

**District:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

**Person Completing Form:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**The purpose** for completing Attachment 1 is to create a tool that provides a quantitative sampling of the data across a school district that will help to identify sources of disproportionality.

**Directions:**

Attachment 1 consists a sampling of RTI/SST and special education referral data and critical questions to assist with data analysis to look for patterns of referrals and placements that might lead to sources of disproportionality.

**Column 1** - Schools: Select and list 10% of the district’s schools at each level (10% of elementary, 10% of middle, 10% of high) that are representative of the demographics across the entire district. For larger districts, this will necessitate selection that may be geographically or economically diverse. For districts with 10 or fewer schools, list all schools in the district. In column 1 list the same school repeatedly for each racial or ethnic group represented in column 2.

**Note:** The district should address all questions, which will provide preventative strategies for areas of disproportionality not presently identified for the district.

**Column 2** - Racial/Ethnic Group: For each school selected, list each racial or ethnic group in a separate row with the total number of students in that group and the percentage of the total student population that they represent in the school.

Example:

School	Racial/Ethnic Group	Number	Percent
Holly High School	Asian/Pacific Islander	26	4%
Holly High School	Black	215	33%
Holly High School	Hispanic	110	17%
Holly High School	American Indian/Alaskan	0	0%
Holly High School	White	280	43%
Holly High School	Multi-Racial	19	19%

**Column 3** - Attendance (absent greater than 10 days): For each group, provide the number of students in that group who were absent greater than 10 days in the past school year.

**Column 4** – Referrals to SST: Provide the number of students in each group referred to SST in the past school year by A – Academic Referrals and B – Behavioral Referrals.



**Attachment 1 - Comprehensive Data Analysis Sheet**

1. Comparison Category (School or type of school)	2. Racial or Ethnic Group (Total Enrollment)			3. Attendance: # of Students Absent > 10 days	4. # of Referrals to SST Academics/ Behavioral		5. # of Referrals to Special Education	6. Special Education Placement		7. # of Students Removed for Disciplinary Reasons ≤ 10 Days		8. # of Students Removed for Disciplinary Reasons > 10 Days	
	Race/Ethnic Group	Number	Percent		A	B		Number	Percent	ISS	OSS	ISS	OSS

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