Sharing and Disseminating Data summary

Data – the use of information to assist in ‘telling a story’ about your school.

Choosing the data source:

* Define what success looks like, what you are looking to improve
* Determine what data you will use to measure success (or progress towards success)
* Determine who will collect the data
* Determine how that data will be analyzed and by whom

Key points about data:

* Data is only reliable if collected/documented with fidelity
* Success must first be defined in order to know how to measure it
* Data collected is only one piece of the ‘story’
* Data can be obtained in various ways
* Sharing data regularly (i.e. weekly, monthly) will keep everyone informed

Sharing data with stakeholders:

* Establish a schedule for sharing data regularly
* Identify your audience/stakeholder
* Determine what information will be the most useful
* Determine how to share the information (i.e. website, meeting, handout)
* Keep it simple
* Determine what feedback would be helpful if any
* Provide a venue to receive the feedback

Sharing data with your staff:

* Introduce team members
* Acknowledge staff support for the process
* Identify data trends using graphs
* Be specific about areas for improvement and areas of growth (i.e. violation system, consistency in responses)
* Elicit feedback on ways to improve
* Review data regularly (quarterly, monthly, etc.)
* Identify the team’s response based on feedback
* End by identifying who staff can go to if they have questions/comments