**Protocol For Examining Data**

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| **Prior to Meeting** | * Assessment (common formative or common summative) given by agreed upon date
* Data entered into shared document by proficiency levels (sample data sheets)
* Be prepared to share analysis of assessment by proficiency levels
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| **Step 1:** 3 min | **What is the overall data? Facts, big picture (ex. 70% scored proficient) (Here’s What)*** Summarize overall data percentages; minimally proficient, partially proficient, proficient, and highly proficient
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| **Step 2:**2 min | **What good news is there to celebrate?** * Look for indicators of success in the overall data
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| **Tier 1- What does the data tell us?**  |
| **Step 3:**5 min | **What are trends suggested by the data and student work? (So What)*** Each team member reflects and writes notes on overall trends within each proficiency level:
	+ Was there a specific question or skill that the students struggled with?
	+ What were the common error/s that students made with that question/skill?
	+ Was there a specific question or skill that the students showed a strength in?
	+ Did you notice a specific strategy or process that students who showed mastery used (or was effective)?
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| 15 min | Discuss as a group (each teacher shares their findings) |
| **Step 4:**10 min | **What tier one strategies will address the common challenges?**  * What [instructional strategies/best practices](https://docs.google.com/document/d/1-3XY1_pBJH0z6qcEbiYiT09l-Icz126tXyYbBZBrMBI/edit) did you use that were effective in tier one instruction (discuss as a group, each teacher shares)?
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| **Tier 2 - How will we collectively meet all students' needs?** |
| **Step 5:**15 min | **How will we meet all students’ needs? (Now What)*** Determine a collective plan to target learning for each proficiency level.
* What skills will be taught?
* Which instructional strategies will your team commit to using?
* How and when will you re-evaluate minimally and partially proficient students?
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