



# ON TARGET:

USING A DATA TRACKER SPREADSHEET TO DIRECT AND MONITOR TITLE I SERVICES

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# INTRODUCTION



***Liberty Grant Services, LLC***

- Kim Velarde, Liberty Grant Services:
  - Providing federal grant coordination, data organization, and spreadsheet tools and support for Legacy Traditional Schools since 2012



- Legacy Traditional School:
  - 12 single-site LEA charter schools with over 12,000 students
  - 9 LEAs are Targeted Assistance and 3 LEAs are Schoolwide
  - Traditional, back-to-basics curriculum which emphasizes good citizenship, patriotism, athletics, and musical arts.

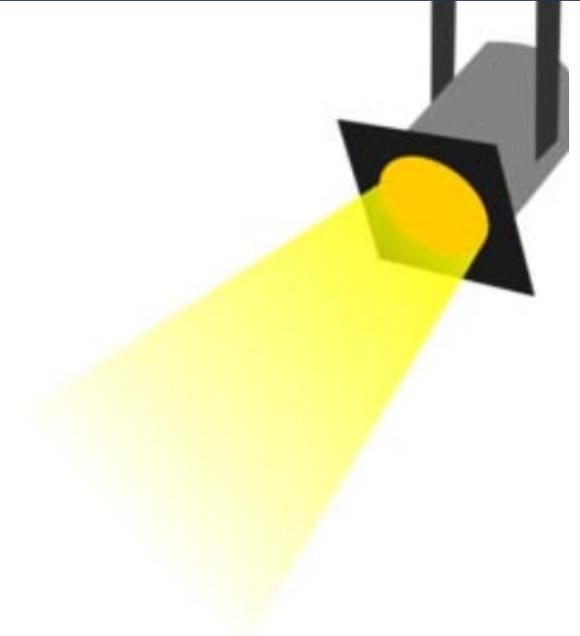
# LET'S TALK DATA ...



Grab a cup of coffee ...

# AGENDA

- Our Problem & Goals for this project
- The Data Tracker: an example using Google Sheets
- Tips for good data organization and spreadsheets
- Summary, Questions, Comments



# PROBLEM: IS YOUR LEA DROWNING IN DATA?



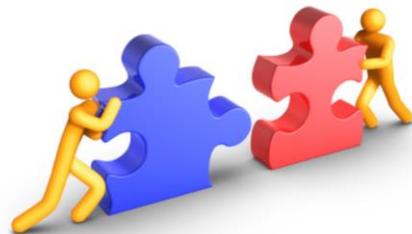
It's the 21<sup>st</sup> century! Thanks to *LOADS* of technology, we now have *LOADS* of data at our LEAs: AzMerit scores, Galileo or other assessment scores, in-house test results, parental input, teacher input, in-class grades, etc., etc. . . . .

A foundational principal of Title I is DATA-DRIVEN DECISION MAKING. So . . .

***How can we use all of this data ALL TOGETHER and  
create an effective, objective, comprehensive DATA-DRIVEN Title I program?***

# OUR GOALS FOR THIS PROJECT

1. Use multiple (2-3) sources of educationally-founded data to make an objective RANK ORDER list of ALL students at both our Targeted Assistance and Schoolwide schools
  - *Note: Rank order lists are not required at SW schools, but we wanted to assist the most struggling students at all of our schools using the same processes.*
2. Use this list to select which students will receive Title I services and make participation in Title I FLUID
  - Students should exit for objective reasons and new students should enter for objective reasons
  - Data for non-Title I students should be readily available should those students ever be entered into the program at a later time
3. Organize and plan where our limited Title I resources are used and for what purpose
4. Organize data from interventions to make sure the needs of our most struggling students are noticed and addressed
5. Hold our LEA admin accountable for Title I requirements (parent notification, goal assessment, Title I list fluidity)



BUT, REALLY, WHY ARE WE HERE?



Our Goal: Create a “Data Tracker” to organize our Title I list and intervention data all in one place so teachers always have the best, latest, most easily-accessible information to make good decisions for our struggling students!

# Title I Data Tracker Template

STUDENT DATA FROM SIS	AZMERIT, TEST RESULTS, HR Teacher Input	RANK ORDER	TITLE I STATUS	NOTES FROM HOMEROOM TEACHER AND INTERVENTIONS	FINAL GOAL PROGRESS
<p>Student Data exported from your SIS:</p> <p>ID#, SAIS#, last name, first name, grade, homeroom teacher</p>	<p>Scale Scores and Performance Levels from AzMerit and any other standardized tests plus Homeroom Teacher input</p>	<p>Rank Order of all students</p>	<p>Mark which students are selected for Title I and note entrance date, exit date, parent notification, and selections of which interventions will be provided</p> <p><i>UPDATED REGULARLY</i></p>	<p>Include here:</p> <p>Live Data on Student In-class Performance and Interventions. Include notes on issues and progress and also parent notification.</p> <p>NOTE: Include only useful, special, outlying information.</p> <p><i>UPDATED REGULARLY</i></p>	<p>Measure results for your SMART Goal in CIP</p>

# TIPS FOR GOOD DATA ORGANIZATION



1. Create a spreadsheet using Google Sheets so different owners can get on their own computer at their own time and add their own information
2. Setup formulas and formats BEFORE school starts – have it ready to go and capture data as you have it.
3. Have a plan to regularly update data. Delegate some of the data entry to key players.
4. Separate data must be kept for different subject areas (for example: use a different spreadsheet for Math Interventions and Reading Interventions)
5. Avoid typing your data by hand! Use formulas and tools provided by Google Sheets to coordinate your data as much as possible as seen in the following slides.

# TIP #1: PROTECT YOUR DATA

FY17 Math Data Tracker

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive



School ID #

A	B	C	D	E	F	G	H
<i>School ID #</i> <i>(from PS)</i>	<i>SAIS #</i> <i>(from PS)</i>	<i>Last</i> <i>(from PS)</i>	<i>First</i> <i>(from PS)</i>	<i>Grade</i> <i>(from PS)</i>	<i>HR Teacher</i> <i>(from PS)</i>		
19425	99999940	Patterson	Joe	5	Thatcher, Margare		
21445	99999930	Jones	Ann	4	Lincoln, Abe		
6138	99999933	Carson	Ria	5	Thatcher, Margare		
6024	99999936	Arlow	Leah	4	Washington, Georg		
21123	99999914	Velarde	Eddie	7	Clinton, Chelsea		
22862	99999919	Cauther	Karen	7	Clinton, Chelsea		
6414	99999902	Jones	Hana	8	Bush, George		
6298	99999943	Thompson	Ria	7	Clinton, Chelsea		
21215	99999905	Cauther	Ana	6	Obama, Michelle		
21729	99999935	Herald	Darin	4	Lincoln, Abe		
6312	99999901	Smith	Jan	7	Clinton, Chelsea		
19457	99999938	Gardner	Ann	6	Obama, Michelle		
6010	99999926	Patterson	Aaron	4	Washington, Georg		
5936	99999927	Austin	Ann	4	Lincoln, Abe		
6316	99999918	Brady	Joe	7	Clinton, Chelsea		
6325	99999912	Brady	Joe	7	Clinton, Chelsea		
5931	99999923	Lair	Ria	4	Lincoln, Abe		

- Protect Ranges and Sheets on your Data Tracker
- You can give different permissions to different users and keep your permanent data safe

Protect range...

## TIP #2: “FILTER VIEWS”

FY17 Math Data Tracker

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

Thatcher, Margaret

Name: Grade5

A	B	C	D	E	F	G	H	I
School ID # (from PS)	SAIS # (from PS)	HR Teacher				FY16 AzMerit Score	FY16 AzMerit Performance Level	CBA Score
19425	99999940	Patterson					3	
6138	99999933	Carsor					1	
6082	99999934	Fargo	Hana	5			4	
6092	99999929	Smith	Joe	5			4	
19443	99999942	Calvada	Joy	5			4	
6156	99999909	Smith	Joy	5			4	

Add 1000 more rows at bottom.

Filter views... menu:

- Create new filter view
- Filter view options
- None
- Grade4
- Grade5 (selected)
- Grade6
- Grade7
- Grade8
- Learn more

- You can create a different “Filter View” for each user, so they only see and access the data that pertains to them.
- In this example, we are looking at only 5<sup>th</sup> graders using the “Grade5” Filter View.

## TIP #3: VLOOKUP() FORMULA

<i>School ID #</i> <i>(from PS)</i>	<i>SAIS #</i> <i>(from PS)</i>	<i>Last</i> <i>(from PS)</i>	<i>First</i> <i>(from PS)</i>	<i>Grade</i> <i>(from PS)</i>	<i>HR Teacher</i> <i>(from PS)</i>	<i>FY16 AzMerit Score</i> <i>(from worksheet)</i>	<i>FY16 AzMerit Performance Level</i> <i>(from worksheet)</i>	<i>CBAS1 Scale Score</i> <i>(from worksheet)</i>	<i>CBAS1 Performance Level</i> <i>(from worksheet)</i>
19425	99999940	Patterson	Joe	5	Thatcher, Margaret	3598	3	668	PP
21445	99999930	Jones	Ann	4	Lincoln, Abe	3551	2	640	MP
6138	99999933	Carson	Ria	5	Thatcher, Margaret	3560	1	682	PP
6024	99999936	Arlow	Leah	4	Washington, George	3575	3	626	MP
21123	99999914	Velarde	Eddie	7	Clinton, Chelsea	3599	1	781	P
22862	99999910	Cauthen	Veron	7	Clinton, Chelsea	3608	2	601	PP

### DON'T HAND-TYPE YOUR TEST SCORES!

These test scores were copied into the data tracker using the **VLOOKUP()** formula on Google Sheets.

1. Student data with SAIS# was imported on our main data tab
2. Test scores with SAIS# were imported on another tab
3. Vlookup matched the SAIS# and put the right score here

# TIP #4: MAKE PRINTABLE REPORTS WITH FILTER()

- Automatic printable reports can be created using **FILTER()** formula on Google Sheets.
  - Print rosters (per grade, teacher, intervention, etc.) straight from live data. If you edit your data, the roster automatically updates
  - You could use your roster to gather handwritten notes from teachers/interventions.

**PARAPRO ROSTER Print-out**

School ID # <i>(from PS)</i>	SAIS # <i>(from PS)</i>	Last <i>(from PS)</i>	First <i>(from PS)</i>	ITR Teacher <i>(from PS)</i>	Assign to Push-In Parapro: y/n/waitlist	Parapro Interventions: <i>notes, comments, issues</i>	Handwritten Parapro Notes
6138	99999933	Carson	Jia	Thatcher, Margaret	y	hard to focus	
21445	99999930	Jones	Ann	Lincoln, Abe	y		Long absence - no there
19425	99999940	Patterson	Joe	Thatcher, Margaret	y	not useful, remove	
6325	99999912	Brady	Joe	Clinton, Chelsea	y		
5927	99999911	Fraser	Ian	Washington, George	y		needs fraction help
6047	99999910	Jones	Jan	Lincoln, Abe	y		

This report was generated for all students assigned to a parapro. Parapro can put any concerns in the NOTES section and keep you updated.

# TIP #5: USE FORMULAS TO CREATE WEIGHTED RANK ORDER

	M	N	O
	AzMerit RANK ORDER (calculated)	AzMerit & CBAS1 & HRTeacher Input WEIGHTED RANK ORDER (calculated)	AzMerit & CBAS2 & HRT Input WEIGHTED RANK ORDER (calculated)
	27	1	1
	1	12	2
	18	2	3
	9	3	4
	24	29	5
	28	4	6
	3	5	7
	15	6	8
	4	7	9
	5	8	10
	7	24	11
	21	9	12
	10	10	13
	40	10	13
	23	13	15
	24	14	16

AD	AE
FY17 AzMerit Performance Level (calculated)	Met Our Goal? (calculated)
3	yes
1	no
2	yes
1	no
3	yes
3	yes
1	no
2	no
1	no

- Formulas can be used to automatically and objectively rank students with test data and teacher input.
- Formulas can be used to measure the success of your Title I program
- Formulas can be used to make an AzMerit rank order of all 3<sup>rd</sup>-8<sup>th</sup> grade students based on their scale score

A	B	C	D	E	F	G
SAIS	Grade	Scaled Score	Performance Level	Cut Score	RankScore	Original Rank Order
99999938	6	3549	1	3602	3053	1
99999918	7	3595	1	3629	3034	2
99999914	7	3599	1	3629	3030	3
99999902	8	3637	1	3650	3013	4
99999943	7	3620	1	3629	3009	5
99999917	8	3641	1	3650	3009	5
99999948	4	3524	1	3530	3006	7
99999908	8	3645	1	3650	3005	8



# SUMMARY AND FINAL NOTES

- Google Sheets is a powerful tool for coordinating lots of data to many users.
- Having your Title I data in one place is helpful to teachers as well as admin, and helps improve your Title I program's success and compliance
- Questions? Comments? Other ideas to share?



# CONTACT



***Liberty Grant Services, LLC***

Further questions, comments? Requests for help with data or grants at your LEA?

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