

School Data Inventory

- Student Demographics
- Staff and Teacher Demographics
- Student Achievement
- Educational Programs and Student Services
- Parent-Community Involvement
- Perceptions

Directions: Use this data inventory as a checklist. The data generally refer to the number of students, teachers/staff, or parents/community members.

- Demographic Characteristic: Check the box next to the data that you have and are ready to use.
- Data Level: School – data aggregated for the whole school; grade – data by grade.
- Format of Data: Write the data format (i.e., SASI electronic file, ACCESS file, or paper report).
- Years: Indicate the years for which you have the data.
- Data Location: District office, school, state Web site; write the name of the person who keeps the data.
- Disaggregated: Check if this data is disaggregated and indicate in the comments section by what variable.
- Comments: Write any comments about the data that will help you remember what it is and how to get it, etc.

STUDENT DEMOGRAPHICS

DEMOGRAPHIC CHARACTERISTICS	Data Level		Format of Data (SASI, EXCEL, paper reports)	Years	Data Location/ Data Contact Person	Disaggregated?	Comments
	School	Grade					
STUDENT ENROLLMENT							
<input type="checkbox"/> Beginning, mid, end of year							
RACE/ETHNICITY							
<input type="checkbox"/> Students by race/ethnicity							
ECONOMIC STATUS							
<input type="checkbox"/> Free/reduced lunch students							
PRIMARY HOME LANGUAGE							
<input type="checkbox"/> Students by primary home lang.							
ENGLISH PROFICIENCY							
<input type="checkbox"/> Student's English proficiency (e.g., limited, fluent, redesignated fluent)							
ATTENDANCE							
<input type="checkbox"/> Avg. Daily Membership (ADM yr)							
<input type="checkbox"/> Days absent per student							
<input type="checkbox"/> Students Tardy							
<input type="checkbox"/> Tardies							

Student Demographics, continued

DEMOGRAPHIC CHARACTERISTICS	Data Level		Format of Data (SASI, EXCEL, paper reports)	Years	Data Location/ Data Contact Person	Disaggregated?	Comments
	School	Grade					
BEHAVIOR							
<input type="checkbox"/> Students suspended							
<input type="checkbox"/> Suspensions							
<input type="checkbox"/> Students expelled							
<input type="checkbox"/> Expulsions							
MOBILITY STATUS							
<input type="checkbox"/> Stable students (stay all year)							
<input type="checkbox"/> Leavers (leave for rest of year)							
<input type="checkbox"/> Returners (leave/return w/in same year)							
<input type="checkbox"/> Migrant students							
<input type="checkbox"/> Homeless students							
SPECIAL EDUCATION STUDENTS							
<input type="checkbox"/> Students by disability							
RETENTION							
<input type="checkbox"/> Students retained in current year							
<input type="checkbox"/> Students retained in 1+ grades							

Student Demographics, continued

DEMOGRAPHIC CHARACTERISTICS	Data Level		Format of Data (SASI, EXCEL, paper reports)	Years	Data Location/ Data Contact Person	Disaggregated?	Comments
	School	Grade					
DROPOUTS							
<input type="checkbox"/> Student dropouts for current year							
<input type="checkbox"/> Student dropouts by entering class							
WORK STATUS							
<input type="checkbox"/> Work during the week							
<input type="checkbox"/> Work during the weekend							
GRADUATES							
<input type="checkbox"/> Graduates (N in Senior Class)							
<input type="checkbox"/> Graduates based on entering class							
<input type="checkbox"/> Honors graduates							
COLLEGE ENTRANCE TESTS							
<input type="checkbox"/> Students taking PSAT							
<input type="checkbox"/> Students taking SAT							
<input type="checkbox"/> Students taking ACT							
<input type="checkbox"/>							
<input type="checkbox"/>							

Student Demographics, continued

DEMOGRAPHIC CHARACTERISTICS	Data Level		Format of Data (SASI, EXCEL, paper reports)	Years	Data Location/ Data Contact Person	Disaggregated?	Comments
	School	Grade					
STUDENT AWARDS							
<input type="checkbox"/> National Merit Finalists							
<input type="checkbox"/> College Scholarships							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
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STAFF, TEACHER DEMOGRAPHICS

DEMOGRAPHIC CHARACTERISTICS	Format of Data (SASI, EXCEL, paper report)	Years	Data Location/ Data Contact Person	Comments
STAFF				
<input type="checkbox"/> Administrators				
<input type="checkbox"/> Teachers				
<input type="checkbox"/> Program coordinators				
<input type="checkbox"/> Counselors				
<input type="checkbox"/> School psychologists				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/> Paraprofessionals				
<input type="checkbox"/> Support Staff (secretary, nurse, cafeteria staff, custodians, etc.)				
RACE/ETHNICITY				
<input type="checkbox"/> Race/ethnicity of staff				
GENDER				
<input type="checkbox"/> Gender of staff				
TEACHING EXPERIENCE				
<input type="checkbox"/> Years of teaching				

Staff, Teacher Demographics, continued

DEMOGRAPHIC CHARACTERISTICS	Format of Data (SASI, EXCEL, paper report)	Years	Data Location/ Data Contact Person	Comments
TEACHER CERTIFICATION/LICENSURE				
<input type="checkbox"/> Level, subject area, authorizations, etc.				
TEACHER ENDORSEMENTS				
<input type="checkbox"/> Bilingual educ., etc.				
EDUCATIONAL DEGREES				
<input type="checkbox"/> Bachelors, masters, doctorates, etc.				
LANGUAGES				
<input type="checkbox"/> Languages spoken fluently				
<input type="checkbox"/> Bilingual staff				
PROFESSIONAL DEVELOPMENT				
<input type="checkbox"/>				
<input type="checkbox"/>				
GRADE-COURSE ASSIGNMENTS				
<input type="checkbox"/> Grades, subjects, courses taught				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

STUDENT ACHIEVEMENT DATA

ACHIEVEMENT DATA	Data Level		Format of Data (SASI, EXCEL, paper reports)	Years	Data Location/ Data Contact Person	Disaggregated?	Comments
	School	Grade					
NORM-REFERENCED ACHIEVEMENT TESTS							
<input type="checkbox"/> Total, subtest scores							
<input type="checkbox"/> Content objective scores							
CRITERION-REFERENCED ACHIEVEMENT TESTS							
<input type="checkbox"/> State test scores							
<input type="checkbox"/> State standards scores							
<input type="checkbox"/> District:							
<input type="checkbox"/> District:							
<input type="checkbox"/> District:							
<input type="checkbox"/> District:							
<input type="checkbox"/> District:							
<input type="checkbox"/> District:							
<input type="checkbox"/> Program:							
<input type="checkbox"/> Program:							
<input type="checkbox"/> Program:							
<input type="checkbox"/> Program:							
<input type="checkbox"/> Grade Point Averages							
<input type="checkbox"/>							
<input type="checkbox"/>							

EDUCATIONAL PROGRAMS AND STUDENT SERVICES

PROGRAM CHARACTERISTICS/ STUDENT SERVICES	Data Level		Format of Data (SASI, EXCEL, paper reports)	Years	Data Location/ Data Contact Person	Disaggre- gated?	Comments
	School	Grade					
CLASSES, CLASS SIZE, COURSES							
<input type="checkbox"/> Number of classes, avg. class size							
<input type="checkbox"/> Course enrollment							
EDUCATIONAL PROGRAMS							
<input type="checkbox"/> Kindergarten (all-day, ½-day)							
<input type="checkbox"/> Special Education							
<input type="checkbox"/> Gifted/Talented							
<input type="checkbox"/> ELL, ESL, etc.							
<input type="checkbox"/> After school, Saturday, summer school							
<input type="checkbox"/>							
<input type="checkbox"/>							
SOCIAL SERVICES							
<input type="checkbox"/> Breakfast Program							
<input type="checkbox"/> Teen Pregnancy							
<input type="checkbox"/> Dropout Prevention							
HEALTH AND BEHAVIORAL SERVICES							
<input type="checkbox"/> Referrals to Counselor							
<input type="checkbox"/> Referrals for Social Services							
<input type="checkbox"/> Health, dental, vision services							

Educational Program and Student Services Data, continued

PROGRAM CHARACTERISTICS/ STUDENT SERVICES	Data Level		Format of Data (SASI, EXCEL, paper reports)	Years	Data Location/ Data Contact Person	Disaggre- gated?	Comments
	School	Grade					
<input type="checkbox"/>							
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PARENT-COMMUNITY INVOLVEMENT

PARENT INVOLVEMENT DATA	Format of Data (SASI, EXCEL, paper reports)	Years	Data Location/ Data Contact Person	Comments
PARENT-COMMUNITY PARTICIPATION				
<input type="checkbox"/> Parent Conference Attendees				
<input type="checkbox"/> Parent Organization				
<input type="checkbox"/> School/Site Advisory Council				
<input type="checkbox"/> Parent Volunteers				
<input type="checkbox"/> Community Volunteers				
PARTNERSHIPS				
<input type="checkbox"/> Business Partners				
<input type="checkbox"/> Community Organizations				
<input type="checkbox"/> Higher Education Institutions				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

PERCEPTIONS

PERCEPTION DATA	Data Level			Format of Data (SASI, EXCEL, paper reports)	Years	Data Location/ Data Contact Person	Comments
	Staff	Students	Parents				
SURVEYS							
<input type="checkbox"/> School Climate							
<input type="checkbox"/> Academic Expectations							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
INTERVIEWS – FOCUS GROUPS							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							