

Quarterly Benchmark Analysis and IAP Reflection Tool (SY 2020-2021)

LEA:	School:
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Overview:

The purpose of this Quarterly Benchmark Analysis and IAP Reflection Tool is to give your school team a structured opportunity to review and analyze benchmark data, reflect on Integrated Action Plan goals, strategies, and action steps, and create next steps based on data analysis. The template is broken down into 3 parts.

I. Data Review Process	II. Benchmark Data Sources & Results	III. IAP Review & Data Analysis
<i>How does your team review IAP progress and benchmark data? Who is part of your team? How do you share information with stakeholders?</i>	<i>What benchmark assessments are administered and to whom? What are the results of the benchmark assessments?</i>	<i>What is your theory as to why you achieved the benchmark results? What implications does it have on your IAP moving forward? What needs to be done as a result?</i>

This process is intended to be completed by the site-based leadership team on a quarterly basis. It is highly recommended that your team plan these data analysis meetings prior to the due dates listed below. Please do not hesitate to reach out to your assigned Program Specialist for support.

Document Submission:




- This document is cumulative for the 2020-2021 School Year and should be updated and added to each quarter. See table below for due dates.
- **Email your Quarterly Benchmark Analysis and IAP Reflection directly to your Specialist.**
 - Eventually, we will use the new **EMAC system**; when the system is live, we will provide additional guidance and instructions for uploading.
- Schools may also include their benchmark data using their own data collection form (ex: Galileo Benchmark Report for aggregate school and grade level data). **Please do not send individual student data.**

Table: Quarterly Benchmark Information and Due Dates

Quarter	Type of Data	Data Source	Benchmark Analysis and IAP Reflection Due
<i>Quarter 1</i>	Beginning of Year 6 Week Benchmark #1 (by 9/25 per Governor’s order)*	School-determined (may be different than Benchmarks)	October 30, 2020
<i>Quarter 2</i>	Benchmark #2	School-determined	January 15, 2021
<i>Quarter 3</i>	Benchmark #3	School-determined	March 15, 2021
<i>Quarter 4</i>	End of Year and Final Benchmark	Must include AzM2 and School-determined measure	June 15, 2021

I. Data Review Process

Directions: Please answer all three questions to describe how your team conducts quarterly benchmark and IAP analyses, how you review data and implementation information, who participates, and how your team shares results with other stakeholders.

 <i>Describe the data review process your team uses. Please be specific and note how you disaggregate subgroups during your review.</i>	 <i>Who is part of your team's data review process? List roles/names.</i>	 <i>How does your team share results with other appropriate stakeholders?</i>

II. Benchmark Data Sources and Results

Directions: Fill out your benchmark data information for both ELA and Math in the designated tables below. In the “Data Source Information” table, please include the name of the data source (i.e. the name of the assessment), which grades that assessment was administered to, and the date it will be administered. Next, please identify the reporting measurement of the data you will be reporting (i.e. % Proficient or Above). Lastly, please report the benchmark data for each grade that was assessed each quarter.

II.A) ELA Data Source Information

	Benchmark #1 (administered by 9/25)	Benchmark #2	Benchmark #3	Final Benchmark	End of Year
Name of Data Source					AzM2
Grades Tested					
Date Administered					

II.B) Check the box that describes the reporting measurement the table below represents. Fill in “other” if your data is not represented by the options provided.

% Proficient or Above

% Meeting Expectations

Other [please fill in]

II.C)

ELA Data by Grade Level (add additional rows if needed)					
Grade	Benchmark #1 (administered by 9/25)	Benchmark #2	Benchmark #3	Final Benchmark	End of Year AzM2

(I.D) Math Data Source Information

	Benchmark #1 (administered by 9/25)	Benchmark #2	Benchmark #3	Final Benchmark	End of Year
Name of Data Source					AzM2
Grades Tested					
Date Administered					

(I.E) Check the box that describes the reporting measurement the table below represents. Fill in "other" if your data is not represented by the options provided.

% Proficient or Above

% Meeting Expectations

Other [please fill in]

(I.F)

Math Data by Grade Level
(add additional rows if needed)

Grade	Benchmark #1 (administered by 9/25)	Benchmark #2	Benchmark #3	Final Benchmark	End of Year AzM2

III. IAP Review & Data Analysis

Directions: This section has two parts: 1) **IAP Review** and 2) **Data Analysis and Next Steps**. In the IAP Review table, please record the strategies and actions from your IAP that have been implemented as either on track or off track. Then, provide an update on your IAP Process Goals and Impact Goals by listing them in the quarterly boxes and providing a brief update on progress towards the goals. If you are a CSI Grad Rate school, consider reporting on metrics such as credit recovery, on-time graduation projections/estimates, and other leading indicators that may be in your IAP and aligned to your CSI identification. In the Data Analysis and Next Steps table, your team will summarize patterns you saw in the benchmark data and make special note of disaggregated subgroups as applicable. Next, based on those patterns or notable results, you will examine contributing causes at which point your team will consider your IAP Review information. Finally, you will determine your top priorities based on the student-level results of the quarter and identify clear next steps to support those priorities. **If you plan to make any adjustments to your IAP, please contact your Specialist prior to doing so.**

III.A) IAP REVIEW				
	IAP IMPLEMENTATION		IAP GOALS & PROGRESS	
	ON TRACK What IAP strategies and action steps have been implemented or are on track to implement?	NOT ON TRACK What IAP strategies and action steps were <i>not</i> implemented and/or need more attention?	IAP PROCESS GOALS List IAP Process Goals and provide an update on progress towards goals for each quarter.	IAP IMPACT GOALS List IAP Impact Goals and provide an update on progress towards goals for each quarter.
Q1 6-week Benchmark #1				
Q2 Benchmark #2				
Q3 Benchmark #2				
Q4 End of Year + Final Benchmark				

III.B) DATA ANALYSIS & NEXT STEPS

	PATTERNS & TRENDS What patterns did your team observe in the benchmark data? (Be specific. Look at grade level strengths and challenges, teacher trends, content standards, subgroups, etc.)	CONTRIBUTING CAUSES What do you believe contributed to these results that is within your control? Refer to your IAP review of implementation and goals as needed.	PRIORITIZATION Based on your team’s analysis of your current outcomes (with regards to benchmark data <i>and</i> other IAP goals), what are your top priorities as you move into the next quarter and why?	NEXT STEPS How will your team support those priorities? What strategies/actions within your current IAP need to be adjusted? What does your team need to do and who will be responsible?
Q1 6-week Benchmark #1				
Q2 Benchmark #2				
Q3 Benchmark #2				
Q4 End of Year + Final Benchmark				