

Data Meeting Protocol

Purpose of Data Meetings:

- Review benchmark data
- Determine instructional needs
- Group students by instructional need
- Identify appropriate programming and interventionist

Attendees:

- Reading coach
- **Principal**
- Grade-level teachers
- Interventionists (Special Education, ELL, Reading teachers, tutors, etc.)
- Coaches

Before Meeting:

1. Make sure data on all students has been collected and validated
2. Enter data into data system (DDS/mClass/other)
3. Print out “class list”/”summary of effectiveness”/other reports from data system
4. Designate notetaker

During Meeting:

1. Determine a student’s response to instruction
2. Confirm/update instructional focus
3. Group for instruction (Tier II/III)
4. Identify differentiated instructional plan
5. Assign a progress monitoring plan (Tier II/III)

After Meeting:

1. Compile student data by intervention group, confirm groups, and alignment between instructional focus, group/teacher and program
2. Articulate the start date for groups
3. Schedule/confirm date of next meeting
4. Disseminate action steps