

Preface

The intent of *The Data Guidebook for Teachers and Leaders: Tools for Continuous Improvement* is to accentuate the importance of data collection and analysis within any educational setting. The data guidebook connects data collection to a continuous improvement cycle. This process identifies the purpose for data collection and analysis and places it into a system to improve student achievement.

This book outlines data collection and analysis. Tips on which data to collect, the identification of essential data, and the creation of a data balance are highlighted. The “data delve,” a gathering of individuals to analyze data, is explained in detail, and organizational and reflective tools are included to assist in this process. Text regarding the organization of the delve provides step-by-step directions for planning and implementing a successful data experience. Techniques for building an atmosphere of trust and openness are included.

Information about collecting, reporting, and analyzing a variety of assessments is also included. Standardized tests, district assessments, and classroom evaluations are highlighted. Detailed information regarding a variety of reporting techniques is provided, along with references to tools to help others make sense of the data. Holistic and analytical rubrics are described, and examples of valuable rubric data are covered. A variety of classroom data uses are also discussed.

Throughout the book, there is an emphasis on working together while maintaining a focus on improved student achievement. Involving all of the key stakeholders in a data analysis and improvement process is recommended. Data analysis and reflection go hand in hand. There are examples of a variety of analysis and reflective activities that will aid in the process.

The book is full of examples and tools to enhance the use of data within classrooms, schools, and school districts. Data is promoted as an essential decision-making tool—data is knowledge. Analysis is not the end of the process but the beginning of a continuous improvement cycle.

This book is intended for use by individuals and groups who work within an educational setting, who have a connection to schools and districts, or who would like to know more about data and its connection to continuous school improvement.