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| Date Team Meeting Cycle Stages | Guiding Questions and/or Recommended Next Steps |
| Stage One: Before instruction of a topic or unit….. | Have you given a pre-assessment? |
| Yes | No |
| Follow the Data Team Process:1. Collect & analyze the data.
2. Identify strengths & obstacles. Prioritize by greatest need and ability to address.
3. Establish a SMART goal.
4. Select one or two strategies to address prioritized need.
5. Determine results indicators….how will you know the strategy is working? (progress monitoring/checking for understanding)
 | Develop or determine the tool to be used for pre- assessing knowledge and skills. Determine a timeline for giving the pre-test & length of instructional period before post-test.Examples:* Multiple choice end of unit test
* Writing sample using a teacher designed prompt
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| Stage Two: During instruction….. | Have you been monitoring student progress with formative assessments? (formal and/or informal) |
| Yes | No |
| What does the data or your observations indicate? Should you stay the course or select another strategy?  | How do you know if students are making progress? Brainstorm a list of formative assessments and select one to use for the remainder of the instructional period. If informal, how will you record your observations?  |
| Stage Three: After instruction…… | Collect & analyze the post-assessment data. Did you meet your goal?  |
| Yes | No |
| If not all students have demonstrated proficiency, how will you address the needs of those who didn’t while moving to the next topic or unit?Develop or determine the tool to be used for pre- assessing knowledge and skills of the next topic, unit, or area of need. Determine a timeline for giving the pre-test & length of instructional period before post-test. | Can you determine the root cause for not meeting based on post-assessment data, including a close examination of the actual student work? Do you need to re-teach using a different strategy?  |