

Data Collection Guide¹

- Use for the needs assessment and also the evaluation*

The following chart is designed to help the school planning team collect and manage information collected for the comprehensive needs assessment. Fill in specific sources of information you have from current sources, then list any additional information you need to collect. Make sure that you have sufficient data to make judgments about the status of each focus area.

Methods of Data Collection	Student Achievement	Curriculum and Instruction	High-quality Professional Development	Family and Community Involvement	School Context and Organization
Self Assessment					
Observations					
Interviews and/or Surveys					
School Records					
Group Discussions					
Evaluation/Data Reports					
Student Work					
Other Information					

¹ This tool was adapted from a chart originally published in *Implementing Schoolwide Programs: An Idea Book on Planning, Volume 1*, U.S. Department of Education, Washington, D.C., 1998, with permission from WestEd.