Reading Data Analysis Worksheet for Grade Levels

Grade Level_____ Data Analyzed_____ Date_____

Grade level members and others present at this meeting:

_____ _____ _____
_____ _____ _____
_____ _____ _____

Our job: As a team we are responsible for all students to be at level by this June.

1. **List the names of students below grade level and list the area(s) that is below level.**
2. **Discuss each child that is below level, one by one, bringing additional data.**
3. **Discuss and determine changes needed in reading group placement or teacher to ensure that each child is receiving 90 minutes of appropriate level instruction. Look at the data for clusters of students that could be grouped for instruction.**
4. **Discuss and determine changes needed in reading interventions above and beyond the 90 minutes of instruction to ensure that each child is receiving the appropriate intervention. (Which interventions can be provided in small groups? Look at the data for clusters of students that could be grouped for intervention. Which interventions must be one-on-one?)**
5. **Decide and list which staff member will make sure the changes in reading group and intervention will happen.**
6. **Decide when the team will meet again (within a month) to look at intervention results Date of next grade level team meeting _____.**
7. **Distribute copies of this completed worksheet to every grade level teacher, your reading coach and your principal.**

Name	Area(s) below level or with unsatisfactory progress	90 min at appropriate level of instruction (yes/no)	Name current reading intervention	List changes in group and/or intervention	Staff member responsible for changes