Data Collection Matrix

Use for Step IV: Comprehensive Needs Assessment and also the evaluation of the Schoolwide Plan.

Purpose: To help organize the needs assessment, identify sources of information and methods of collection, and identify gaps.

Materials: Chart paper, tape, markers, and enough copies of this worksheet for each participant.

Directions:
1. Duplicate a "life sized" version of this document on chart paper.
2. In the various cells or "boxes", list the sources of information you already have on hand (e.g., student achievement data, results from a parent survey, discipline data, etc.).
3. Fill in information you still need to collect. (Use a different color to differentiate this data.)
4. Examine each element to ensure complete coverage of all aspects of the school.
5. Remember that multiple sources of information are needed to adequately cover each element. Using different methods to collect information will add depth and breadth to the data. (i.e., a group discussion with a representative group of parents can cover one topic in greater depth while a questionnaire mailed to all parents can cover a greater breadth of topics.)

Element: Student Demographics and Achievement

	METHODS OF COLLECTION						
	Self-Assessment	**Observations**	**Interviews/Group Discussions**	**Surveys/Polls**	**Reports and Evaluations**	**Document Reviews**	**Other**
Student Demographics							
Student Achievement							

Element: Classroom Process and Support

	METHODS OF COLLECTION						
	Self-Assessment	**Observations**	**Interviews/Group Discussions**	**Surveys/Polls**	**Reports and Evaluations**	**Document Reviews**	**Other**
Curriculum							
Instruction							
Assessment							
Professional Development							
Classroom Management							

Element: School Management and Resources

	METHODS OF COLLECTION						
	Self-Assessment	**Observations**	**Interviews/Group Discussions**	**Surveys/Polls**	**Reports and Evaluations**	**Document Reviews**	**Other**
School Management							
Parent and Community Involvement							
Technology							