



Data Meeting Reflection Guide

Data Meeting Reflection Guide

Team Name: _____

Date: _____

Facilitator: _____

Grade/Subject Area: _____

☐ Meeting Purpose

Clarify the reason for the data review. Choose or specify the focus:

- ☐ Identify trends in student achievement
- ☐ Monitor progress toward goals
- ☐ Analyze impact of instructional strategies
- ☐ Plan interventions/enrichments
- ☐ Other: _____

Data Reviewed

List the data sources used in this meeting:

- ☐ Assessment results (e.g., benchmark, unit tests)
- ☐ Student work samples
- ☐ Attendance or behavior data

- ☐ Formative assessments
 - ☐ Other: _____
-

Key Observations

1. What does the data tell us?

(Highlight strengths and areas of concern.)

[Fillable space or lines]

2. Are there patterns across classrooms, subgroups, or content areas?

[Fillable space or lines]

Root Cause Analysis

Dig deeper into *why* certain patterns exist.

- What instructional or systemic factors may be influencing these results?
- Are there gaps in instruction, materials, or student supports?

[Fillable space or lines]

Instructional Implications

1. What instructional strategies were effective?

[Fillable space or lines]

2. What needs to be adjusted or tried differently?

[Fillable space or lines]

3. How will we differentiate for student needs?

[Fillable space or lines]

Action Plan

Action Step Who By When Resources Needed

Follow-Up & Progress Monitoring

When will we check back on this data or plan?

 Date: _____

What evidence will we collect to measure progress?

[Fillable space or lines]

Team Reflections

- What did we learn from today's discussion?
- How did this meeting support collaborative learning?
- What will we do next time to improve the process?

[Fillable space or lines]