**Week 6 Arc of the Year Deliverable: Weekly Data & Action Planning Cycle**

*Determine the weekly cycle for your school’s Week 6 observations, data entry, and action planning, and submit the below chart to your Regional Superintendent by 7/20.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY DECISION** | **QUESTIONS TO ASK**  *Some examples* | **DATE** | **Deliverable**  *Turned in to Reg. Supt.* | **Resource** |
| What is our Data Analysis & Action Planning Strategy? What is the weekly structure for data analysis and action planning? How will LT time be prioritized? | - Will there be beginning-of-week or daily touch-points?  - When is data due from coaches?  - What is the pre-work and agenda setting process prior to each meeting?  - What outcomes from the action planning meeting are tracked, and how? | 7/20 | * This Document: Weekly Data & Action Planning Cycle * Weekly: Teacher Tracking Mechanism   ([Suggested google doc](https://docs.google.com/a/achievementfirst.org/spreadsheets/d/1LdiaRcD46hdowJiki8-bV57r2a6Rfz3PEi6T70feKnU/edit?pli=1#gid=0)) | See Arc of the Year Toolkit sections:   * Weekly Data Cycle * Action Planning Meeting Pre-work * Action Planning Meeting Agenda |

|  |  |  |
| --- | --- | --- |
| Weekly Data & Action Planning Cycle | | |
| Suggested Day | Actual Day  (Day & Time) | Action |
| Monday | [Day of Week] | School leaders observe 100% of teachers, providing real-time coaching and engaging in debrief meetings.  [Edit based on your scorecard strategy] Feedback is also provided through the common picture scorecard. |
| Tuesday | [Day of Week] |
| Wednesday | [Day of Week] |
| Wednesday by 5:00pm | [Day of Week & Time] | All data is entered in Culture Walk Through Tool. |
| Thursday by 12:00pm | [Day of Week & Time] | Each school leader spends 30 minutes analyzing their data (in the same pairs as their observations, if possible). |
| Thursday by 12:00pm | [Day of Week & Time] | All school leaders complete Data Analysis pre-work and send to Action Planning Facilitator (in the same pairs as observations, if possible). |
| Thursday midafternoon | [Day of Week & Time] | Action Planning Facilitator blocks out time in advance in each week to review pre-work and prepare for meeting. |
| Thursday afterschool | [Day of Week & Time] | Action Planning Meeting |
| Friday | [Day of Week] | Follow Through on Next Steps/Teacher Interventions |
| **Repeat every week** | | |