



Compiling Student Performance Data Weekly Data Checklist

Prepared by first name		Prepared by last name		Date	__/__/20__
------------------------	--	-----------------------	--	------	------------

Check weekly data documents using this checklist, placing an 'x' in the box if your answer is 'yes'.

Overall form checklist	Checkbox
Did you include all forms needed? LPC, Most recent STS for every group, MT Summary (Sigs and CMC only) and IWS (for Sigs 2-3 and CMC B-C)	
Are forms in the correct order? Are forms in the same order as groups are listed on LPC? Order by group: STS, MT Summary (if needed), IWS (if needed)	

LPC checklist	Checkbox
Did you fill out the top portion of the LPC?	
Did you write the name of each group?	
Did you include the year levels in your group?	
Did you include the # in your group (divided by year levels)?	
Did you include subject area?	
Did you write lesson/exercise completed for day? Written like this: lesson 6 exercise 3 / 6.3	
Did you complete correct # of lessons taught/# school days? (partial lessons completed do not count)	
If a group had a mastery test or checkout: Did you write MT# or CO# where it says "Test or CO"? (eg. MT4 or CO6) Did you include # of students passed as a fraction? Did you list students absent? Did you list students not passing MT or CO and time/errors (CO) or type of items missed (MT)	
Did you add anecdotal notes at the bottom? Include students who changed into or out of groups Notes of student concerns Reasons for repeating a lesson	

STS Form	Checkbox
Did you clearly write in # items correct (MT) or time/errors (CO)?	
Did you write a small "A" for students absent?	
Did you complete passing criteria with fraction percentage at bottom of sheet?	
Did you indicate who passed MT after retest with a circle, triangle or slash?	
If student moved in/out of group, did you write where student moved from or to?	

MT summary Form	Checkbox
Are all tests recorded on MT Summary?	
Did you indicate who passed MT after retest with a circle, triangle or slash?	
Did you include fraction and percentage of students passed?	

IWS Form	Checkbox
Did you include IWS for all groups on RMSE 2 and up and CMC B and up?	
Did you include their percentages?	
Did you circle the scores that were less than 84% and that you checked?	
Did you "box" the scores that you checked?	
Did you include Maths Facts Summary with errors (not %) for CMC B and up?	
Did you include Paragraph Scoring Form for Sigs 2 and up?	