



District Data Snapshot Administration Checklist

District Name:	Y = Yes N = No		
Observation Date:	N/A = unsure or not applicable		
1. Prepared the Team – Facilitator invited participants, emailed the TA Practice in 60 video, and ensured participants had necessary information prior to the process.	Y	N	N/A
2. Prepared for the Process – Facilitator reviewed data and vision statements and ensured necessary resources (forms, data, and technology) were available.	Y	N	N/A
3. Set the Stage - Facilitator provided an overview of the Data Snapshots purpose, desired outcomes, and key administration steps; identified a Note Taker; and established group norms.	Y	N	N/A
4. Generate Shared Understanding and Strengths & Opportunities –Proceeding by category (i.e., Why, What, How), participants made sense of the data, developed a shared understanding, and generated strengths and opportunities lists.	Y	N	N/A
5. Reviewed Student Goals – Participants reviewed goals for student outcomes and discussed alignment with district goals.	Y	N	N/A
6. Established Priorities - Facilitator used a consensus building approach to guide the conversation to identify 2 to 4 priorities for transformation. The priorities are the next, best steps to support the schools to achieve their established student goals and vision.	Y	N	N/A
7. Wrap-Up - Facilitator debriefed and explained the next part of the TA process (i.e., Priority & Practice Planning and/or Resource Mapping & Matching)' set a date and time with the team for the next steps; and distributed the corresponding TA Practice in 60 video(s).	Y	N	N/A
8. Follow-up - The Facilitator completed an electronic version of the Data Snapshots Form, including the final goals and priorities, and sent it to all team members within one week of completion.	Y	N	N/A