**Pre-Conference Planning Form**

*(Please complete this form before all data conferences and submit to your building administrator by XXX.)*

Name/Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Data Conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Collection Focus Area:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Data to Collect:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please consider the following questions prior to the data conference. Bring analyzed data and be prepared to discuss the following…

* After looking at your data, what stands out to you, both as strengths and needs of your students?
* What is one specific area in which you can focus your instruction to help improve student achievement?
* Begin thinking of a proficiency goal (using percentage), based on your students’ data, that you plan to work toward.