

**Data Collection, Entry, and Analysis Rubric**

**Year 1**

Measure	Collection Timeline												Collection Method & Responsible Personnel	Data Entry Method & Responsible Personnel	Analysis Frequency
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
Beliefs Survey		SBLT Day 1 & 2 & Staff Pre							SBLT Day 5 & Staff Post (3/30-5/15)				Administered by RCs (SBLTs) & Coaches (Staff)	Entered by Project staff	1 x year
Perceptions of Skills Survey		SBLT Day 1 & 2 & Staff Pre							SBLT Day 5 & Staff Post (3/30-5/15)				Administered by RCs (SBLTs) & Coaches (Staff)	Entered by Project staff	1 x year
Coaches Logs*	X	X	X	X	X	X	X	X	X	X	X	X	Coaches track activities and hours	Coaches enter into remote database (minimum of monthly)	Monthly
Coaching Evaluation Survey**									X				Mailed to principals to be completed by SBLTs	Entered into database by Project staff	1 x year
Tiers I & II Critical Components Checklist*	T1 Window			T2 Window				T3 Window					Coaches complete checklists from permanent products	Project staff enter into database	3 x year
Needs Assessment (SAPSI)*		Pre							Post				SBLT fills out (Coach lead)	Project staff enter	2 x year

\* Demonstration sites only

\*\* School-Based Leadership Teams Only

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**Year 2**

Measure	Collection Timeline												Collection Method & Responsible Personnel	Data Entry Method & Responsible Personnel	Analysis Frequency
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
Beliefs Survey									SBLT Day 4 & Staff Post (3/30-5/15)				Administered by RCs (SBLTs) & Coaches (Staff)	Entered by Project staff	1 x year
Perceptions of Skills Survey									SBLT Day 4 & Staff Post (3/30-5/15)				Administered by RCs (SBLTs) & Coaches (Staff)	Entered by Project staff	1 x year
Coaches Logs*	X	X	X	X	X	X	X	X	X	X	X	X	Coaches track activities and hours	Coaches enter into remote database (minimum of monthly)	Monthly
Coaching Evaluation Survey**									X				Mailed to principals to be completed by SBLTs	Entered into database by Project staff	1 x year
Tiers I & II Critical Components Checklist*	T1 Window				T2 Window				T3 Window				Coaches complete checklists from permanent products	Project staff enter into database	3 x year
Needs Assessment (SAPSI)*					T1 (12/1-1/31)						T2 (5/1-6/15)		SBLT fills out (Coach lead)	Project staff enter	2 x year

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**Data Collection, Entry, and Analysis Rubric**

**Year 3**

Measure	Collection Timeline												Collection Method & Responsible Personnel	Data Entry Method & Responsible Personnel	Analysis Frequency
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
Beliefs Survey									SBLT Day 4 & Staff Post (4/1-5/31)				Administered by RCs (Day 4) & Coaches (Staff)	Entered by Project staff	1 x year
Perceptions of Skills Survey									SBLT Day 4 & Staff Post (4/1-5/31)				Administered by RCs (SBLTs) & Coaches (Staff)	Entered by Project staff	1 x year
Coaches Logs*	X	X	X	X	X	X	X	X	X	X	X	X	Coaches track activities and hours	Coaches enter into remote database (minimum of monthly)	Monthly
Coaching Evaluation Survey**									X (Due 5/7/10)				Mailed to principals to be completed by SBLTs	Entered into database by Project staff	1 x year
Tiers I & II Critical Components Checklist*	T1 Window (Due 1/15/10)				T2 Window (Due 4/30/10)				T3 Window (Due when contract ends for year or before 7/31/10)				Coaches complete checklists from permanent products	Project staff enter into database	3 x year
Needs Assessment (SAPSI)*					T1 (12/1-1/29)					T2 (4/15-6/15)			SBLT fills out (Coach lead)	Project staff enter	2 x year

\* Demonstration sites only

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