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| **District:** |  |  | **Date:** |  |  | **Participants:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Miscellaneous Information/Comments** |
| **1. Data: Collection** |  |  |  |
| * Does the district have an individual student record database? |  |  |  |
| * Does the database interface/communicate with other district systems and OSPI? |  |  |  |
| * Does the district have a method for collecting data regarding parent involvement and/or parent perspectives? |  |  |  |
| **2. Data: Compilation and Reporting** |  |  |  |
| * Are routine reports generated? |  |  |  |
| * Are ad hoc reports possible? |  |  |  |
| **3. Data: Verification and Improvement** |  |  |  |
| * Are random data verification checks conducted at least annually? |  |  |  |
| * Is there a process in place for correcting data when it is determined to be incorrect? |  |  |  |
| * Is there a plan in place for evaluating and improving the data reporting process? |  |  |  |
| **4. Data: Decision Making** |  |  |  |
| * Are data analyzed to evaluate the status of services for students? |  |  |  |
| * Are data analyzed to determine progress toward priority goals? |  |  |  |
| * Are data trends examined at the building and district levels? |  |  |  |

**Graduation/Dropout**

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| --- | --- | --- |
|  | **How do IEP teams determine and document the anticipated graduation for special education students?** |  |
|  | **How does the district gather and report graduation dates for students?** |  |
|  | **How does the district gather and report dropout data?** |  |
|  | **What challenges/inconsistencies in the district’s data system/reporting exist (if any)?** |  |
|  | **What guidance and/or professional development has been provided to staff (IEP teams and/or data entry personnel)?** |  |