

Principal/Assistant Principal Self-Assessment Data Checklist

Program Data

- Notes/minutes from School Improvement meetings
- Board Policy Manual
- Faculty meeting agendas
- Lesson plan books and notations
- Curriculum documents (pacing guides)
- Management/monitoring system reports
- School master schedule
- School level/district technology plans
- State accreditation documents
- State curriculum documents
- Professional development data/plans
- Internal reviews of testing data
- School district and school level testing data reports
- Budget documents
- Facility plans/needs
- Relevant external reviews of the school programs (financial audits)
- Budget documents
- Compliance documents
- School board minutes
- Mentor records

Achievement Data

- School Report Card
- Accountability data
- Goal summary data (EVAAS)
- School-level achievement reports
- Teacher evaluation documentation

Demographic Data

- School improvement plan
- System level strategic plan
- Classroom observation data
- Dropout data
- Enrollment projections
- Demographic data
- Longitudinal studies of student achievement
- Disaggregated reports of student progress
- Suspension and other disciplinary reports
- Teacher discipline records and trends

Perception Data

- Faculty and student handbooks
- Records from parent meetings/surveys
- Surveys of students School safety records
- State compliance documents
- Newsletters
- Award data
- Public relations brochures/pamphlets
- Press releases and news articles
- Climate studies
- Evidence of business relationships
- PTA agendas and minutes
- Agendas from recognition ceremonies
- Letters of commendation to students and faculty
- Feedback from faculty (Teacher Working Condition Survey)
- Feedback from the community
- Parent emails
- Instructional improvement reports to the public/school board
- Records of parent and community meetings
- Hiring and employment records
- Job descriptions

Personal Data/Artifacts

- Letters and memoranda
- Personal planning book/calendar
- Samples of correspondence
- Notes from speeches
- Personal professional development activities
- Personal work attendance records
- Grant applications
- Personal evaluations
- Copies of submitted reports
- Anecdotal records
- Exit interviews