# School executive self-assessment data checklist

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| **Program Data** | **Achievement Data** | **Demographic Data** | **Perception Data** | **Personal Data/Artifacts** |
| * 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 | * School Report Card * Accountability data * Goal summary data (EVAAS) * School-level achievement reports * Teacher evaluation documentation | * 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 | * 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 | * 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 |