# 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
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