## **Data Collection Worksheet**

Use the chart below to map deadlines related to the SLO process to the specific pieces of data that will need to be collected by both the teacher and the evaluator.

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| **Time Period** | **Key Tasks** | **Data to be Collected** |
| Step 1: Set SLOs (Beginning of Instructional Interval) | | |
| Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Teacher – Submission of SLO  Revision of SLO if necessary |  |
| Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Evaluator – Approval of SLO |  |
| Step 2: Monitor SLOs (Middle of Instructional Interval) | | |
| Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Teacher – Potentially revise SLO |  |
| Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Evaluator – Re-approve SLO if revised |  |
| Step 3: Evaluate SLOs (End of Instructional Interval) | | |
| Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Teacher – Submission of evidence / documentation of student progress towards target(s) |  |
| Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Evaluator – Scoring of SLO |  |