Progress Monitoring Plan and Approaches

This resource includes guidance on progress monitoring as well as a sample plan.

Common Approaches to Progress Monitoring & Collecting Data

1. Determine Data: Start by determining what data you need to collect to measure progress to your goals. Below are sample data points that early implementers tracked:
   - Student & Staff Investment:
     - Formally survey staff and students at multiple intervals throughout the year to collect data on what is working with the curriculum rollout and what is feeling challenging.
     - Informally survey staff during coaching conversations, grade team meetings, common planning time, etc. to get anecdotal information about the current perception and commitment to the plan.
   - Teacher Practice:
     - Create an observation look-for document that outlines the non-negotiable components of the curriculum that teachers must be implementing.
     - Include a curriculum implementation row onto a pre-existing observation tool (i.e. IPG, TEAM rubric, etc.).
     - Use this tool when doing informal and formal observations of classrooms to determine coaching next steps for teachers.
   - Student Outcomes:
     - Choose curriculum-embedded assessments that will be used as benchmarks to evaluate student performance and progress.
     - Student performance on the state assessment.

2. Determine Who, When, and How: Next determine where each data collection point lives - school level? system level? Then determine owners, timeframes, and methods for collecting the data.

3. Determine when you will step back and how you will use the data: Decide when you will step back on the data to adjust your plans. The resource "Progress Monitoring Practices" has suggestions and ideas. Ideally you form an ongoing progress monitoring cadence (every other week or monthly) as well as a quarterly stepback to help problem-solve bigger challenges.

Sample Progress Monitoring Plan: This sample plan contains suggested actions around teacher practice.

Date	Goal	Progress Monitoring Action(s) to be Taken	Owner	Outcome(s)
August	Teacher Practice	Communicate and share walkthrough tools with teachers.	Principal	
September	Teacher Practice	With leadership team, determine a plan for observing all teachers and naming current data on walkthrough tool. At mid-September leadership team meeting, set growth goal for teacher practice. At mid-September leadership team meeting, name 2 indicators to focus on as a team and draft a plan for teacher support.	Principal	
September	Teacher Practice	By end of September, all coaches and teacher leaders have created plans for supporting teachers - in planning, coaching, and training.	Coaches and teacher leaders	
September/October	Teacher Practice	Coaches and teacher leaders take ongoing	Coaches and	

		actions in plan. Report weekly on progress.	teacher leaders	
October	Teacher Practice	Discuss progress to goal at quarterly stepback and adjust plans.	Principal, coaches, and teacher leaders	
October/December	Teacher Practice	Coaches and teacher leaders take ongoing actions in plan. Report weekly on progress.	Coaches and teacher leaders	
January	Teacher Practice	Gather data on teacher practice goal and analyze if goal was met.

Determine next areas for focus and set a semester 2 goal.

Create plans for supporting teachers through planning, coaching, and training. | Principal, coaches, and teacher leaders | |