

# PERCEPTIONS DATA INVENTORY



- Purpose** The purpose of the *Perceptions Data Inventory* is for a school to take stock of the perceptions data being gathered across grade levels and subject areas, and to get agreement and consistency on gathering perceptions throughout the school.
- Target Audience** Teachers, program directors.
- Time** Completing the inventory can probably be done in less than an hour. Determining improvements will take longer.
- Materials** Copies of data inventories.

## Overview

Not every teacher knows what perceptions data are being collected from other teachers, administrators, and program directors, or how the data are being used. The perceptions data inventory helps all teachers know who is asking common students, parents, staff, and partners information as well as the variety of information available. Some efforts can be merged; some subjects might need additional perceptions data.

## Process Protocol

Steps in establishing a *Perceptions Data Inventory* include:

- Step 1.** Determine how your school will complete the inventory. Perhaps, by grade-level teams.
- Step 2.** Have the inventory completers list the names of all the perceptions data they are currently using, the purpose of the survey, grade levels targeted, the number of people expected to be reached, dates of collection, and then comments about each perception result uses.
- Step 3.** In grade-level teams, and then ultimately cross-grade level teams, determine where there are overlaps in asking for perceptions, where the efforts can be streamlined, what other perceptions data would be helpful, and how the school will get consistency with its perceptions data.

## Comments to the Facilitator

After the *Perceptions Data Inventory* is completed, make sure staff determine the appropriate administration and use perception data in each subject area and grade level. Some requests for perceptions responses might need to be discontinued because they are not fulfilling a need, or another request is fulfilling that need. Make sure the final list of perceptions data will help teachers know what it is they want and need to know. Integrate the findings into the data profile.

