MADISON METROPOLITAN SCHOOL DISTRICT

Tool 4a: Data Inventory

Purpose
Although a great deal of time is spent in collecting data, we often spend substantially less time organizing the data for effective use. This optional data inventory provides a summary of all the types of data that are available to you and your school. If routinely updated, it becomes a living document that SBLTs can use to know what is available at all times and identify any needs for additional data over time.

Every school has a massive amount of available data. To limit the scope of the data inventory, it may be valuable to focus only on data that connects directly to your SIP.

When to Use
Use this optional data inventory tool early in the year to provide a foundation for your later data use and analysis. You can update your data inventory as new pieces of data become available.

How to Use
1. *Download the Excel Data Inventory template from mmsd.org/sblttoolkit. You can use a printed version of this tool to take notes, but your Data Inventory will be more useful in an electronic form that can be updated as needed.*

2. *Brainstorm available data in your school and list in the "Data Source" column. Fill in assessment data using the links and information compiled in the Assessment & Data Review Plan of your SIP. Be sure to also consider other assessments that may not be listed there but are used at your school but are highly relevant to your SIP and add them to your inventory. In addition, remember to integrate qualitative forms of data, such as information from walkthroughs and deep dives.*

3. *Categorize all data in the "Data Type" column. Categorize all current assessments as:*
   - *external assessments: developed outside of your school and administered to all appropriate students – e.g., MAP, AIMSweb, ACCESS*
   - *internal assessments: developed at your school – e.g., end of unit exams, writing assignments, chapter tests*

   Categorize other types of data with an appropriate label, such as "Demographic" or "Engagement."

4. *Fill out the remaining columns with all known information. In the "Students Assessed" column, note the grades or student subgroups that are covered (e.g., grades 1-5, ELL). In the "Who Has Access?" column, note which individuals or groups can see this data (e.g., Principal, teachers, parents). In the "Possible Uses" column, make a short note of how you see your SBLT using the data (e.g., formative review, context for other data).*

Data Inventory

Data Type	Data Source	Content Area	Date Data Collected	Date Data Available	Students Assessed	Who Has Access?	Possible Uses

Mandatory Versus Flexible: SBLT Toolkit

Mandatory	Flexible
None	*Use of this data inventory tool is complete flexible and not required*