



How to Integrate Data Sources Into a Diagnostic Report

Notes:

1. This guide assumes that you have analyzed performance data, constituent perspectives, classroom observations, and instructional artifacts, and have identified diagnostic headlines for each of those data sources.
2. This describes the process we use at Attuned. It is meant to be illustrative, not prescriptive.

Actions	Guidance/ Notes
<p>Create the skeleton Google Slides document</p>	<ul style="list-style-type: none"> ● Start with opening slides that will precede the findings <ul style="list-style-type: none"> ○ E.g., description of the purpose of the document ○ E.g., school system’s mission ○ E.g., table of contents ● Create 3-5 slides that will present all diagnostic headlines in one place, organized into the following “chapters”: <ul style="list-style-type: none"> ○ Student population ○ Student outcomes ○ Curriculum, instruction, and assessment ○ Student wellbeing ○ Family and community engagement ○ Workforce management ○ Strong supports, systems, and structures <ul style="list-style-type: none"> ■ Note: this houses the LDOE essential practices of vision and strategic direction, operations and resource allocation, and progress monitoring. These essential practices may or may not have headlines that come out of the organizational diagnostic review process. We recommend removing this chapter (if there are no headlines), combining these into one chapter (if there are some headlines), or breaking out into multiple chapters (if there are many headlines).
<p>Identify and sequence diagnostic headlines for each chapter</p>	<ul style="list-style-type: none"> ● Allocate headlines from the three data sources -- performance data, constituents perspectives, and instructional quality reviews -- into the chapters in which they belong ● Synthesize headlines wherever possible (e.g., consolidate three separate headlines re: Observation Feedback, PLCs, and pacing guidance into a broader point about “instructional systems”) ● Sequence the diagnostic headlines to tell a story

<p>Create slides to back up diagnostic headlines</p>	<ul style="list-style-type: none"> ● Create one slide with evidence for each diagnostic headline ● Often, the evidence will be from more than once data source (e.g., observation about quality of professional development complemented by quotes from staff). ● Feel free to delete performance data analysis slides if they don't yield an interesting insight
<p>As a team, review and refine first draft diagnostic</p>	<p>Look for:</p> <ul style="list-style-type: none"> ● Opportunities to further synthesize diagnostic headlines ● The possibility that a headline isn't supported by a sufficient amount of evidence (in which case, you should soften the headline or delete it entirely) ● The possibility that a given analysis yields a more important insight than that offered by the current headline ● Equity implications of analyses that haven't been captured by the current headlines
<p>Revise diagnostic document in response to team discussion</p>	
<p>Identify diagnostic headlines as strengths, challenges, or neutral observations</p>	<ul style="list-style-type: none"> ● Take a first pass at identifying diagnostic headlines as strengths, challenges, or neutral observations ● Share the first draft with your team and revise in response to their feedback
<p>Write an executive summary</p>	<p>Write a highly-synthesized 1-slide executive summary that shares context and identifies key strengths and gaps.</p> <ul style="list-style-type: none"> ● This is a good place to call out themes that cut across chapters/ domains ● The executive summary should not attempt to preview every diagnostic headline shared later in the document