**The Starpath Project**

**Checklist for student achievement and data managers**

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|  | **Who** | **When** | **Complete** |
| **Data Entry in SMS/EDB** |  |  |  |
| * Enrolment data |  |  |  |
| * Other entry data |  |  |  |
| * asTTle, MiDYis etc. |  |  |  |
| * PAT, other standardized data |  |  |  |
| * Previous year NCEA data |  |  |  |
| **Data Preparation/Cleaning** |  |  |  |
| * Prep for Target Setting discussions (whole school) |  |  |  |
| * Prep for Target Setting discussions (group/ department) |  |  |  |
| **Data Analysis and Inquiry** |  |  |  |
| * Target setting (school wide) |  |  |  |
| * Target setting (groups) |  |  |  |
| * Previous year’s NCEA data |  |  |  |
| * Previous year’s asTTle data |  |  |  |
| * Revise/review school goals |  |  |  |
| * Revise/review teaching practices |  |  |  |
| **Other** |  |  |  |
| * Student Goal Setting (ACM to organise) |  |  |  |
| * Safely store data files |  |  |  |