**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
 |  |  |  |