

## Steps for Formative Evaluation

- ❑ Complete the Formative Data Planning Tool. See Tool 9
- ❑ Determine how and when the ongoing data will be collected and organized.
- ❑ Set up procedures for reviewing findings from the analysis of this data to be used to adjust and refine future professional development.
  - After collecting and organizing formative data, combine teacher implementation and formative student data. Use data to determine: 1) if teachers are implementing new strategies with desired frequency and accuracy, and 2) if students are responding to instruction.
  - Collection, analysis, and discussion of formative data occur intermittently through the year. The schedule for formative data collection depends on the strategies/model being studied.
  - Record on District/Building-Level PD Plan.
- ❑ Discuss findings and determine whether changes are needed in professional development or implementation of instruction. Expand discussion to the full faculty and make adjustments (adding additional theory, demonstrations, and practice, as needed).

### District Professional Development Plan

#### Formative Evaluation

Describe how formative evaluation data will be collected and used to inform instruction and the PD cycle at the district level.

Describe how frequently the formative evaluation data will be collected.

### Building-Level Professional Development Plan

#### Formative Evaluation

Describe how formative evaluation data will be collected and used to inform instruction and the PD cycle at the building level.

Describe how frequently the formative evaluation data will be collected.