

Two Moons Consultants

Data Analysis Protocol Blueprint

Turning Insight Into Instructional Impact

Elementary • Middle • High School Editions

www.twomoonsconsultants.com

Elementary School — Data Analysis Protocol Blueprint

Core Goal: Empower grade-level teams to identify trends in foundational literacy and numeracy data to guide instruction.

Step	Focus	Questions to Ask	Deliverables
1. Preparation	Gather benchmark and fluency data	What % of students meet grade-level goals? Which subgroups lag?	Data Summary Sheet
2. Trend Identification	Spot skill trends	Which phonics or numeracy areas show weakness?	Highlighted Data Patterns
3. Root Cause	Identify instructional factors	Are gaps due to time, complexity, or materials?	Root Cause Notes
4. Action Planning	Create instructional plan	What Tier 1 or small-group actions will address gaps?	Action Plan
5. Monitoring	Set next review date	How will progress be measured in 4 weeks?	Progress Tracker

Middle School — Data Analysis Protocol Blueprint

Core Goal: Build collaboration across subject-level teams to align instruction and monitor cross-grade growth.

Step	Focus	Questions to Ask	Deliverables
1. Preparation	Gather content data	Which standards vary most between teachers or grades?	Standards Dashboard
2. Comparison	Analyze grade consistency	Are results improving or regressing across 6–8?	Cross-Grade Summary
3. Discussion	Diagnose causes	Are differences due to pacing, rigor, or engagement?	Discussion Notes
4. Strategy Development	Select high-yield practices	Which instructional shifts can address these?	Strategy Matrix
5. Reflection	Revisit data	Did our adjustments improve proficiency?	Reflection Log

High School — Data Analysis Protocol Blueprint

Core Goal: Connect course-level data to graduation readiness and postsecondary success indicators.

Step	Focus	Questions to Ask	Deliverables
1. Data Audit	Compile course performance	Which courses show the largest gaps or failures?	Performance Snapshot
2. Standards Mastery	Analyze by standards	Are weaknesses linked to instruction, assessment, or attendance?	Proficiency Table
3. Equity Lens	Evaluate subgroup patterns	Do gaps appear by subgroup, teacher, or schedule?	Equity Impact Report
4. Intervention Design	Plan layered supports	Which students need tiered academic interventions?	Support Tracker
5. Reflection	Set accountability	How will we monitor growth before semester close?	Reflection Sheet

Implementation Guide — All Levels

Use Frequency: Every 4–6 weeks (aligned with assessment cycles)

Team Roles: Facilitator, Recorder, Timekeeper, Presenter

Pro Tip: Anchor all analysis to instructional next steps. Data → Insight → Action → Reflection → Improvement.

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