

Tool 9: Data Collection Matrix

Purpose: To help you organize your needs assessment, identify sources of information and methods of collection, and identify gaps.

Materials: Chart paper, tape, markers, enough copies of this worksheet for each participant.

- Directions:**
1. Duplicate a “life-sized” version of this document on chart paper.
 2. In the various cells or “boxes”, list the sources of information you already have on hand (e.g., student achievement data, results from a parent survey (results from Tools 7 and 8 may help in this).
 3. Fill in information you still need to collect. Perhaps use a different color ink to discern from information you filled in for #2 above.
 4. Examine each element to make sure that you have complete coverage of all aspects of your school.
 5. Use the *Data Sources Checklist* tool to help stimulate ideas about the most appropriate source of information.
 6. Remember that you will need multiple sources of information to adequately cover each element. Using different methods to collect information will add depth and breadth to your data. For example, a group discussion with a representative group of parents can cover one topic in greater depth while a questionnaire mailed to all parents can cover a greater breadth of topics.

Element: Student Demographics and Achievement

	METHODS OF COLLECTION						
	Self-Assessments	Observations	Interviews/Group Discussions	Surveys/Polls	Reports and Evaluations	Document Reviews	Other
<i>Student Demographics</i>							
<i>Student Achievement</i>							

Element: Classroom Processes and Support

	METHODS OF COLLECTION						
	Self-Assessments	Observations	Interviews/Group Discussions	Surveys/Polls	Reports and Evaluations	Document Reviews	Other
<i>Curriculum and Instruction</i>							
<i>Assessment</i>							
<i>Professional Development</i>							
<i>Classroom Management</i>							

Element: School Management and Resources

	METHODS OF COLLECTION						
	Self-Assessments	Observations	Interviews/Group Discussions	Surveys/Polls	Reports and Evaluations	Document Reviews	Other
<i>School Management</i>							
<i>Family and Community Involvement</i>							
<i>Technology</i>							