



Evaluation and Data Report _____

Program Being Evaluated	Evaluated By	Data Collection Strategies	Overall Dates*	Products/Dates	Reporting TO:
	<input type="checkbox"/> Internal <input type="checkbox"/> External (specify who below)	<input type="checkbox"/> Surveys <input type="checkbox"/> Interviews <input type="checkbox"/> Observation <input type="checkbox"/> Record Review	FROM: _____ (month/year) TO: _____ (month/year)		
	<input type="checkbox"/> Internal <input type="checkbox"/> External (specify who below)	<input type="checkbox"/> Surveys <input type="checkbox"/> Interviews <input type="checkbox"/> Observation <input type="checkbox"/> Record Review	FROM: _____ (month/year) TO: _____ (month/year)		
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* Be sure to get a copy of the full evaluation design, and a task/timeline.

Evaluation and Data Report _____

Data	Collection and Reporting Schedule	Description	Reported To and Benchmark Data	Benchmark population

This was adapted from the Norman Howard School Data Report

Example: Norman Howard School Data Report

Data	Collection and Reporting	Description	Reported To and Benchmark Data	Benchmark population
High school diplomas	State forms filed annually	Accounting of students receiving Regents or local diplomas and total students who graduate	State and national data on student graduation rates	All students Students w/disabilities Students w/LD
Drop-out rate	State forms filed annually	Accounting of students who drop out	State and national data	All students Students w/disabilities
Post-secondary plans of students	State forms filed annually	Accounting of student's post-secondary plans to attend 2 yr., 4 yr. Military and employment	State and national data	Students w/disabilities
RCT exam data, grades 9-12	State forms filed annually	Accounting of number of students taking and passing individual exams	State	All NY students All NY students w/disabilities
Regents exam data, grades 9-12	State forms filed annually	Accounting of number of students taking and passing individual exams	State	All NY students All NY students w/disabilities
Parent Satisfaction	VESID School Age Parent Survey conducted in 2002 and every three years	Measures parent satisfaction w/NHS program	State	NY parents of students w/disabilities
District Satisfaction	VESID Referring District Survey conducted 2002 and every three years	Measures referring district satisfaction w/NHS program and interactions	State	NY districts with students placed at NHS
Reading	NHS data base of Woodcock Reading Mastery Test-Revised scores of students (students tested annually)	Annual pre-post testing of student to measure individual progress in the reading program and used for tracking progress and scheduling	WRMT-R is normed	Individual student change and progress in reading as indicated by WRMT-R
Survey of Post-year Placement of NHS graduates	NHS survey of graduates reporting placement one year from graduation	Annual mailed survey to graduates of NHS measuring maintenance of post-year placement in employment or post-secondary education	National data on one-year post-grad placement	NHS graduates

Data	Collection and Reporting	Description	Reported To and Benchmark Data	Benchmark Population
Evaluation of staff & faculty	Admin and peer review done annually	Goal-setting, observations and feedback provided by admin & peer reviewers for purpose of professional development	NHS expectations for employment; goals established at beginning of each year (school & individual); NYSAIS criteria for membership & accreditation	NHS faculty & teaching excellence as defined by the school and identified by peer schools and institutions
Program and operating review	NYSAIS 5 & 10-year Evaluation: self-evaluation by all NHS constituents and peer review by visiting team	In-depth review of every single academic and operational aspect of NHS. Peer review by NYSAIS committee determines renewal of accreditation	NYSAIS and NAIS criteria for membership and accreditation	NHS progress against recommendations identified by previous reviews and ranking on NYSAIS accreditation standards
NHS program review of policies, procedures	NYSED Quality Assurance Review: approximately every three years review of conducted by Regional Associate. Also annual BEDS report on NCLB	Tri-annual review of NHS compliance with state and federal special education mandates, record-keeping, and policies maintained by NHS	State and federal mandates	All NYS schools delivering special ed programs
Personnel, salaries, tuition, financial aid, enrollment, diversity, class size, building, operating, fundraising, etc.	NAIS StatsOnline Survey: Annual collection and reporting to National Association of Independent Schools of NHS stats	Annual report to NAIS, maintained in national data base that we can review and draw info from for customized reports	Independent schools in the United States	Varies: can extract data and run customized reports from NAIS website, based upon desired criteria
Enrollment data	BEDS (Basic Educational Data System) report to NYSED, filed annually	Reports distribution of enrollment by district, county, grade, diversity, gender	State non-public schools NHS data	NY students attending non-public schools NHS student distribution by district, county, grade and gender
Professional staff data	BEDS (Basic Educational Data System) report to NYSED, filed annually	Reports professional staff distribution	State non-public schools NHS data	All NYS non-public schools Previous years NHS data
Computer and library resources	BEDS (Basic Educational Data System) report to NYSED, filed annually	Reports number of computers, connectivity, library media resources	State non-public schools NHS data	All NYS non-public schools Previous years NHS data