

KEEPING DATA

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WHAT IS DATA?

- **INFORMATION**
- **STATISTICS**
- **FACTS**
- **FIGURES**
- **NUMBERS**
- **RECORDS**
- **DOCUMENTS**
- **FILES**

WHY KEEP DATA?

- **“IF IT’S NOT IN WRITING, IT DIDN’T HAPPEN”**
- **MAY KEEP YOU OUT OF A LAWSUIT**
- **PROVIDES A WRITTEN ACCOUNT OF ACTIVITIES AS THEY HAPPEN**
- **WRITTEN PROOF THAT SOMETHING WAS DONE OR SAID**
- **“YOUR WORD AGAINST THEIR WORD”**
- **SHOWS PROGRESS/REGRESSION (STUDENT SCORES, ATTENDANCE, BEHAVIOR)**
- **DID I SAY IT “MAY KEEP YOU OUT OF A LAWSUIT”?**

THERE ARE MANY BENEFITS TO KEEPING DATA. THESE ARE JUST A FEW EXAMPLES

GOOD DATA TO KEEP

- **HOUSING INFORMATION FORM**
- **SERVICES FOR MCKINNEY-VENTO IDENTIFIED STUDENTS**
- **INDIVIDUAL SERVICE RECORD**
- **ESCHOOL**
- **SCHOOLS STUDENT INFORMATION SHEETS**
- **BUS INFORMATION SHEET**

GOOD DATA TO KEEP

- **ATTENDANCE LOG**
- **TEST SCORES**
- **VITAL RECORDS**
- **REFERRAL FORMS**
- **ALL EMAILS PERTAINING TO STUDENTS/FAMILIES**
- **MESSAGE LOG BOOK**

GOOD DATA TO KEEP

- **PERMISSION FORMS**
- **LETTERS, CARDS, PHOTOS FROM FAMILIES**
- **PRETTY MUCH ANYTHING AND EVERYTHING**



THANK YOU!

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