Need Indicator Data Collection Plan (Example – High School Graduation)

**Goal:** High School Graduation

**Area of Concern:** Continuity of Instruction

**Concern Statement:** We are concerned that secondary school migratory children who have had their school year interrupted are not accruing the credits needed to graduate on time.

**Need Indicator:** Percentage of migratory children completing four credits by the end of 9th grade, eight credits by the end of 10th grade, and 12 credits by the end of 11th grade. Credits must be applicable toward graduation (core courses–English, mathematics, science, and social studies).

**Source of Data:** School records, statewide education database, and migrant-specific databases

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| Plan | | Issues to Consider |
| **Variables/Data Elements** | | |
| 9th-graders’ enrollment data to determine first-year, 9th-grade status.  Course completion data for English I, Algebra I or Geometry, Biology I, and World Geography. | What data elements or variables will be needed? | |
| **Sampling** | | |
| Migratory children who are first-time 9th-graders who have had their school year interrupted.  Non-migratory, first-time 9th-graders in schools attended by migratory and non-migratory children. | Shall data be collected from all migratory children in the state or a sample of children? What sampling approach will be used to ensure the sample is representative? | |
| **Instrumentation** | | |
| Analysis of current school records, from State or migrant-specific databases, on course-taking in English, mathematics, science, and social studies. | Are the necessary data available from the existing data sources in the format needed? If not, what additional data sources are needed? Who can develop and validate new instruments? If making a database query, what fields will be needed? | |
| **Collection Procedures** | | |
| Formally request data from State database or local school records, providing a rationale. | Is there a protocol for requesting data? How will survey data be collected, if applicable? Are there any barriers to receiving data in an electronic file format? | |

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| Plan | | Issues to Consider |
| **Data Analysis** | | |
| Calculate the percentage of first-time, 9th-graders completing their core courses by migratory, PFS, and non-migratory status. Chart percentages by region in the state. | How will data be disaggregated (PFS status, grade level, etc.)? How will data be analyzed (by comparing counts, means, etc.)? How do your data analysis plans inform the way data are collected and formatted? | |