# Data Meeting Template

The following template is an optional tool for schools and districts to enhance the process of identifying and supporting students experiencing homelessness. This template can be tailored locally to best meet the needs of your district or community schools.

**Instructions for Using this Template:**

Liaisons have a responsibility to ensure that school and district personnel receive training and professional development on the prevalence of student homelessness in their districts. The following template can be utilized as a meeting agenda to analyze local data on students experiencing homelessness, including enrollment, attendance, and graduation rates. Liaisons are encouraged to compile data from multiple sources to review with staff quarterly. This data can provide insight into schools and districts trends and inform opportunities to enhance the identification and support of students experiencing homelessness. This template is for high-level meetings to raise awareness of homelessness in the district and to get district-level staff thinking strategically about community, district, and school supports.

# Data Meeting Template

Every student experiencing homelessness deserves to have educational outcomes consistent with their peers. Analyzing data with school, ESC, and district personnel allows the staff to be on the same page around serving students experiencing homelessness. Data demonstrates how the school, ESC, and district are doing in serving students experiencing homelessness, and discussing this as staff can result in increased identification.

Additional Tools: For additional guidance on the data meeting template, download the [continuous improvement process](https://education.ohio.gov/Topics/School-and-District-Improvement/Ohio-Improvement-Process).

**Norms of Collaboration:**

1. Pausing
2. Paraphrasing
3. Posing Questions
4. Putting Ideas on the Table
5. Providing Data
6. Paying Attention to Self and Others
7. Presuming Positive Intentions

**Expected Meeting Outcomes:**

* Each participant is versed in district, school, and student-level data on students experiencing homelessness.
* Increased understanding of how existing data improves identification of students experiencing homelessness.
* The group can make data-informed decisions to increase academic and wellness outcomes at the district, school, and student levels.

**Meeting Agenda:**

1. Acknowledging the challenge: Compiling data from multiple sources, such as those listed below to present a picture of how well students experiencing homelessness are doing in school and working toward better outcomes. Understand that there are discrepancies in the data due to different definitions of homelessness and data collection methods.
2. Data predictions
   * 1. What do we believe our data will show?
     2. Why do we think this?
     3. What assumptions do we make about our data?
3. Data analysis:
   1. Review of existing data: leverage existing collaborations to improve partnerships.
      1. Local homelessness numbers may be available from your local Housing and Urban Development Continuum of Care (HUD CoC). These numbers include Point in Time Count numbers and Homelessness Management Information System (HMIS) numbers.
      2. Number of students experiencing homelessness enrolled (use previous and current year as able)
      3. Grade levels of students experiencing homelessness including unaccompanied youth
      4. Daily attendance and chronic absenteeism rates for students experiencing homelessness
      5. Discipline referrals or behavioral interventions for students experiencing homelessness
      6. Academic performance for students experiencing homelessness
      7. Extracurricular participation rates for students experiencing homelessness
      8. Graduation rates for students experiencing homelessness
      9. Rate of students experiencing homelessness on track to graduate
   2. Data observations
      1. What do you see?
      2. Focus on facts, not opinions – provide evidence
      3. Be specific in your observations
      4. Use a visual method such as stickies or chart paper to document observations
   3. Data interpretation
      1. What does the data suggest?
      2. What are the assumptions we can make about students and their learning based on the evidence?
      3. Use a visual method such as stickies or chart paper to document observations
   4. Patterns and priorities
      1. What patterns or trends emerge in the data? Can you categorize any of these patterns or trends?
      2. Create a label for each group
      3. Identify up to three areas of strength
      4. Identify up to three greatest needs
   5. Debrief and reflection
      1. What insights did we make?
      2. What questions still need to be answered?
   6. Next steps/Plan of Action
      1. How will this information help us as a team to identify students experiencing homelessness?
      2. What steps do we need to implement as a team to update our processes around serving students experiencing homelessness?
      3. What actions do each of us need to take to improve educational outcomes for students experiencing homelessness?