

Literacy Collaborative at Lesley University Program Evaluation Plan Process

	Fall	Winter	Spring	Summer
Year 1 (Training Year)		Literacy Coordinator: <ul style="list-style-type: none"> ▪ Receives initial training in Literacy Collaborative program evaluation. ▪ Trains School Literacy Team in developing an evaluation plan. 	School Literacy Team: <ul style="list-style-type: none"> ▪ Develops an evaluation plan using “Developing an Evaluation Plan” PowerPoint for support (www.lcresearch.org). 	Literacy Coordinator: <ul style="list-style-type: none"> ▪ Submits evaluation questions and plan to university or district training site (July 1st)
Year 2 (Field Year)	School Literacy Team: <ul style="list-style-type: none"> ▪ Reviews evaluation questions and plan. ▪ Plans for current year data collection. ▪ Collects data based on the evaluation plan. 	School Literacy Team: <ul style="list-style-type: none"> ▪ Collects data based on the evaluation plan. 	School Literacy Team: <ul style="list-style-type: none"> ▪ Collects data based on the evaluation plan. ▪ Reviews and analyzes data. ▪ Writes an Annual School Report that presents assessment data graphically using “Writing an Annual School Report” PowerPoint for support (www.lcresearch.org). 	Literacy Coordinator: <ul style="list-style-type: none"> ▪ Submits Annual School Report to university or district training site (July 1st). The Annual School Report includes the school’s evaluation plan.
Year 3 & Beyond	School Literacy Team: <ul style="list-style-type: none"> ▪ Reviews evaluation questions and plan. ▪ Modifies evaluation questions and plan if necessary. ▪ Plans for current year data collection. ▪ Collects data based on the evaluation plan. 	School Literacy Team: <ul style="list-style-type: none"> ▪ Collects data based on the evaluation plan. 	School Literacy Team: <ul style="list-style-type: none"> ▪ Collects data based on the evaluation plan. ▪ Reviews and analyzes data. ▪ Writes an Annual School Report that presents assessment data graphically using “Writing an Annual School Report” PowerPoint for support (www.lcresearch.org). 	Literacy Coordinator: <ul style="list-style-type: none"> ▪ Submits Annual School Report to university or district training site (July 1st). The Annual School Report includes the school’s evaluation plan.