

Tool 44

Daily Tally of Interactions

Numbers should not be duplicated. If more than one team member participated in an interview, focus group, or classroom observation, count that interaction only once.

| | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|-------------------------|-------|-------|-------|-------|-------|
| Interviews | | | | | |
| Board members | | | | | |
| Community members | | | | | |
| Counselors | | | | | |
| District administrators | | | | | |
| School administrators | | | | | |
| Students | | | | | |
| Teachers | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| Observations | | | | | |
| Classroom | | | | | |
| Hallway | | | | | |
| Bus-loading area | | | | | |
| Cafeteria/lunchroom | | | | | |
| Playground | | | | | |

| Focus Groups (record cumulative by group type) | | | | | | | | | | |
|---|--------|---------------|--------|---------------|--------|---------------|--------|---------------|--------|---------------|
| | Day 1 | | Day 2 | | Day 3 | | Day 4 | | Day 5 | |
| | Groups | No. in Groups | Groups | No. in Groups | Groups | No. in Groups | Groups | No. in Groups | Groups | No. in Groups |
| Classified staff (instructional) | | | | | | | | | | |
| Classified staff (non-instructional) | | | | | | | | | | |
| Leadership team | | | | | | | | | | |

REPRODUCIBLE

Focus Groups (continued)
(record cumulative by group type)

| | Day 1 | | Day 2 | | Day 3 | | Day 4 | | Day 5 | |
|----------------------|--------|---------------|--------|---------------|--------|---------------|--------|---------------|--------|---------------|
| | Groups | No. in Groups | Groups | No. in Groups | Groups | No. in Groups | Groups | No. in Groups | Groups | No. in Groups |
| Parent/ community | | | | | | | | | | |
| Student | | | | | | | | | | |
| Teacher | | | | | | | | | | |
| Other: | | | | | | | | | | |
| Other: | | | | | | | | | | |

Classroom Observations: Level of Engagement (Students On-Task)
(record every observation)

| | No. of Students | No. On-Task | No. of Students | No. On-Task | No. of Students | No. On-Task | No. of Students | No. On-Task | No. of Students | No. On-Task |
|----|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| 1 | | | 13 | | 25 | | 37 | | 49 | |
| 2 | | | 14 | | 26 | | 38 | | 50 | |
| 3 | | | 15 | | 27 | | 39 | | 51 | |
| 4 | | | 16 | | 28 | | 40 | | 52 | |
| 5 | | | 17 | | 29 | | 41 | | 53 | |
| 6 | | | 18 | | 30 | | 42 | | 54 | |
| 7 | | | 19 | | 31 | | 43 | | 55 | |
| 8 | | | 20 | | 32 | | 44 | | 56 | |
| 9 | | | 21 | | 33 | | 45 | | 57 | |
| 10 | | | 22 | | 34 | | 46 | | 58 | |
| 11 | | | 23 | | 35 | | 47 | | 59 | |
| 12 | | | 24 | | 36 | | 48 | | 60 | |