Gap Analysis:

Developing an Action Plan

A Gap Analysis process allows districts to determine how to develop an action plan by comparing the district's current state with an ideal state by highlighting areas of growth and opportunities for improvement. Types of data that can be used include academic, behavior, attendance, etc. It is also important to include stakeholders' voices - community, student, teachers/ staff, school board, and tribal leaders, if applicable.

Part 1: Data

1. Gather student data:
   ➔ Examples of sources for student data include: ACT, Aimsweb, DIBELS, Early Warning System, I-Station, MAPS, MSAA, STAR, WIDA, MAST, etc.

2. Analyze student data:
   a. Break students into subgroups
   b. Look for gaps and barriers to success
   c. Potential next steps for improvement

3. Additional data to consider:
   ➔ Attendance, student engagement, behavior/discipline, graduation rate, mental health, technology use, teacher retention/recruitment/attendance, PD opportunities, walkthroughs, etc.

4. Data-informed reflection and discussion of CNA Components:
   - School Quality
   - Program and/or Content Standards & Instruction
   - Assessment & Data-Driven Decision Making
   - Amount & Quality of Instruction
   - Instruction & Supports for At Risk Students
   - Motivation in Teaching & Learning
   - Academic/Program Leadership to Improve Instruction
   - PD to Improve Instruction & Outcomes
   - Community & Family Engagement
   - Operational Components
   - Social Emotional Support for Staff & Students

Part 2: Developing Your Action Plan

5. List the top 3 priorities:
   ➔ As a team, decide which components from step 4 are your top 3 priorities.

6. Braiding priorities
   ➔ Examine current district/school initiatives and goals. Determine how closely current initiatives align with the priorities identified in step 5.

7. Create action steps for each priority:
   a. Identify who is responsible for monitoring each initiative
   b. Identify where Tier I efforts will be focused
   c. Identify where interventions will be focused
   d. Determine a timeline to complete action steps

8. Selection of interventions, strategies, or enrichment activities
   ➔ Make sure the interventions you select match the needs you identified in your data and include opportunities for differentiation as well as your capacity to implement the programs. It is also important to remember that federal funding dictates that interventions fall into either a Tier I or Tier II Evidence Level in order to utilize Title I School Support funding.
      ◆ Tier I: Strong Evidence
      ◆ Tier II: Moderate Evidence

9. Putting it all together
   ➔ Use the information in steps 5-8 to write SMART goals.

Glossary of Terms

Assessment: Method of measuring the learning and performance of students; examples include summative, formative, and interim evaluations; developmental screening evaluations, observation instruments, performance tasks

Benchmark: A standard for judging performance

Data: Information that educators, schools, districts, and state agencies collect on individual students, including personal information, enrollment information, academic information, and various other forms of information

Data Literacy: The ability to transform information into actionable instructional knowledge and practices by collecting, analyzing, and interpreting all types of data to help determine instructional steps

Formative: Classroom tool/assessment; gives teachers the ability to adjust teaching and learning strategies in the classroom

Gap Analysis: A process that allows districts to determine how to best achieve their goals by comparing the district's current state with an ideal state by highlighting areas of growth and opportunities for improvement

Interim: Optional, flexible periodic assessment; benchmarks student achievement and progress throughout the year

Progress Monitoring: Used to assess student performance and rate of improvement; also used to evaluate the effectiveness of instruction and interventions

SMART Goals: Goals that are Specific Measurable Achievable Realistic Timely

Standards: The learning goals for what students should know and be able to do at each grade level

Summative: End-of-year assessment; provides an overall measure of students' educational goals

Additional Resources:
Action Plan 5-Min Video
CNA 5-Min Video
CNA Slide Deck
Gap Analysis Template
Gap Analysis video 1
Gap Analysis video 2
Gap Analysis video 3
Gap Analysis video 4