School Counseling Data Priorities

Draft in the order of ASCA's fifth edition data priorities template

One per school, every year · achievement data only · numbers of students, not percentages

School _____ School year _____ Data contact (who knows the numbers?) _____

1. Sources checked (implementation note 1)

- ☐ School improvement plan (this year's)
- ☐ Strategic plan
- ☐ District initiatives (only if no school goals)
- ☐ State initiatives (only if no school goals)

2. Achievement goals (A), data points (B) and will address (C) · RAMP 2.1 to 2.4

#	A. Goal, in the plan's own words (no climate/SEL)	B. Data point: number, who now, result, measure, time	Measure and date of results	C. Will address
1				☐
2				☐
3				☐
4				☐
5				☐

3. Goals left off the template, and where they go instead

Attendance and discipline: contributing factors in the gap plan. Climate and SEL: needs assessment, lessons.

4. Data point builder (for the box you check)

1. Number of current students _____
2. Who they are now (grade, status) _____
3. Achievement result _____
4. Measure (spell out abbreviations) _____
5. Time (administration, school year) _____

Full sentence (copy into the gap plan's data priority box):

5. Check the sentence before you tick the box

- ☐ Starts with a count, not a percentage
- ☐ Names the grade students are in now
- ☐ Result is on ASCA's achievement list
- ☐ Measure named and spelled out
- ☐ Administration and school year given
- ☐ Small enough to serve, not identifying

6. Private notes for the gap plan (patterns, likely contributing factors)

A drafting tool. For RAMP, use ASCA's fifth edition data priorities template, unaltered.

Free printable from Lotus & Tulip · lotustulip.com/school-counseling-data-priorities.html

School Counseling Data Priorities

Draft in the order of ASCA's fifth edition data priorities template

FILLED EXAMPLE · fictional school, counselor and students · Maple Hollow Elementary, August 2028

School: Maple Hollow Elementary (K to 5) | School year: 2028 to 2029 | Data contact (who knows the numbers?): Instructional coach, met Tue Aug 8

1. Sources checked (implementation note 1)

- [x] School improvement plan (this year's)
- [ ] Strategic plan
- [ ] District initiatives (only if no school goals)
- [ ] State initiatives (only if no school goals)

2. Achievement goals (A), data points (B) and will address (C) · RAMP 2.1 to 2.4

#	A. Goal, in the plan's own words (no climate/SEL)	B. Data point: number, who now, result, measure, time	Measure and date of results	C. Will address
1	Increase the number of students reading on grade level by the end of grade 3 and beyond.	15 current fourth-grade students scored well below benchmark on the spring 2028 reading screener in grade 3.	Reading screener, spring 2028 (May)	☑
2	Increase the number of students meeting their math growth targets.	23 current fifth-grade students did not meet their typical growth target on the spring 2028 math diagnostic in grade 4.	Math diagnostic, spring 2028 (May)	☐
3	Increase the number of grade 5 students proficient on the state science test.	28 current fifth-grade students scored at the lowest level on the spring 2028 district grade 4 science benchmark.	District science benchmark, spring 2028	☐
4				☐
5				☐

3. Goals left off the template, and where they go instead

Attendance and discipline: contributing factors in the gap plan. Climate and SEL: needs assessment, lessons.

Chronic absence goal (14% to 10%): attendance data goes in the gap plan's contributing factors. Belonging survey goal (climate): informs classroom lessons. District K to 3 literacy goal: not added, the school has its own goals.

4. Data point builder (for the box you check)

1. Number of current students	15 (of 74 enrolled in grade 4 this year)
2. Who they are now (grade, status)	Current fourth-grade students
3. Achievement result	Scored well below benchmark
4. Measure (spell out abbreviations)	Spring reading screener (district universal screener)
5. Time (administration, school year)	Spring 2028, given in grade 3 (2027 to 2028)

Full sentence (copy into the gap plan's data priority box):

15 current fourth-grade students scored well below benchmark on the spring 2028 reading screener in grade 3. (Update after first trimester report cards on Dec 1, then paste the same sentence into the gap plan.)

5. Check the sentence before you tick the box

- [x] Starts with a count, not a percentage
- [x] Names the grade students are in now
- [x] Result is on ASCA's achievement list
- [x] Measure named and spelled out
- [x] Administration and school year given
- [x] Small enough to serve, not identifying

6. Private notes for the gap plan (patterns, likely contributing factors)

7 of the 15 are English learners (12 in the grade): keep this off the template and agenda (small numbers); reading reports and the reading log go home in English only. Ask teachers about the morning intervention block. Bring the math growth count (23) to the January check in.

Data Review and Selection Sheet

Inventory the data, check privacy, score the candidates, then tick a box

Data source inventory: one line per measure

Measure or report	Who owns it	Results arrive	For goal #

Disaggregation and privacy (Ethical Standards A.3.d, A.2, A.13)

- ☐ Broken down by the groups we report
- ☐ Counts are current students only
- ☐ Student list stored as a record
- ☐ Largest gap noted in private notes
- ☐ No data point can identify a student
- ☐ No names on template, agenda, uploads

Scoring grid: gate first, then 0 to 3 on each question

Question	DP 1	DP 2	DP 3	DP 4
Gate: achievement data by ASCA's list? (Y / N)				
Can counseling strategies reach the causes?				
Is the group manageable for direct services?				
Will final data come back in time?				
Does it complement, not duplicate, other work?				
Does it link to the school's top priority?				
Total (of 15)				

Check one or two. Each checked data point needs its own achievement gap plan.

How to score each question

3 = clearly yes, with evidence (data, teacher reports, student voice)

2 = probably yes · 1 = doubtful · 0 = no

A tie? Choose the one with the clearer counseling role, then ask your administrator.

What happens next

Pasted into the gap plan's data priority box (date) _____

Annual administrator conference (date) _____

First semester advisory council: overview + feedback (date) _____

Updated after first grading period? Gap plan updated too? _____

Why we chose it: two or three sentences for the administrator and the council

RAMP checks (fifth edition rubric item numbers)

- ☐ 2.1 Real school/district/state goals
- ☐ 2.3 Precise numbers, not percentages
- ☐ 2.5 Checked point is achievement data
- ☐ 3.6 Data priorities on fall agenda
- ☐ Fifth edition template, unaltered, PDF
- ☐ 2.2 A data point for every goal
- ☐ 2.4 Will address box(es) checked
- ☐ 2.6 Gap plan matches a checked point
- ☐ 3.8 Feedback recorded in fall minutes
- ☐ No identifiable student information

A drafting tool. For RAMP, use ASCA's fifth edition data priorities template, unaltered.

Free printable from Lotus & Tulip · lotustulip.com/school-counseling-data-priorities.html

L&T

Lotus & Tulip

Liked this free printable?

The complete, ready to print version is here:

Complete Small Group Counseling Bundle

Holiday sale on Etsy until Dec 2: about $29.44, was $37

Get it on Etsy

etsy.com/listing/4607587422 | instant digital download

See every page first: lotustulip.com/complete-small-group-counseling-bundle-5-groups.html

More free printables: lotustulip.com/free-tools.html

Lotus & Tulip printables. Personal and professional use with your own clients or students.