Data Report Graph Planner

Plan the numbers and labels for every graph · page 1 of 3: blank

Bar charts · pre and post side by side · aggregate data only · numbers match the organizer

School | School year | Plan (gap, lesson or small group) | Students at start | At end

1. Numbers first: copy them from your data organizer, then graph from them

#	L or K	Item (short statement, same order as the plan)	Pre	Post	Did both

Achievement baseline | Adjusted baseline* | Actual final | Percent change

Attendance baseline | Attendance final | Discipline baseline | Discipline final

Percent change formula | Likert scale used | Answer key written? | Matched students only?

2. Label planner: one block per graph (type the subtitle where your software says chart title)

A. Life-readiness: Likert items Primary title printed on template: ASCA Student Standards Data Results

Subtitle (who, how many, when)

Y-axis label (define the scale for Likert)

X-axis label and categories (and when collected)

Axis range: 0 to top of scale · bar chart, side by side · data point on every bar, including zeros ☐

B. Life-readiness: knowledge items Primary title printed on template: ASCA Student Standards Data Results

Subtitle (who, how many, when)

Y-axis label (define the scale for Likert)

X-axis label and categories (and when collected)

Axis range: 0 to 100 · bar chart, side by side · data point on every bar, including zeros ☐

C. Academic success (gap plan, small group) Primary title printed on template: Achievement Data Results

Subtitle (who, how many, when)

Y-axis label (define the scale for Likert)

X-axis label and categories (and when collected)

Axis range: 0 to above baseline · bar chart, side by side · data point on every bar, including zeros ☐

D. Contributing factors (optional) No primary title on the template

Subtitle (who, how many, when)

Y-axis label (define the scale for Likert)

X-axis label and categories (and when collected)

Axis range: 0 to above baseline · bar chart, side by side · data point on every bar, including zeros ☐

3. Notes: adjusted baselines, dropped items, anything a reader needs under the graph

Guidelines paraphrased from ASCA's fifth edition template examples and Graph Development Tips. Graphs go in ASCA's own templates.

Data Report Graph Planner

Filled example (fictional school) · page 2 of 3: Maple Hollow Elementary gap plan, June 2029

Reading Strong gap plan · B-LS 4 and B-SMS 5 · 14 students completed pre and post · graphs built June 12, 2029

School	School year	Plan (gap, lesson or small group)	Students at start	At end
Maple Hollow Elementary	2028-2029	Gap plan: Reading Strong	15	14

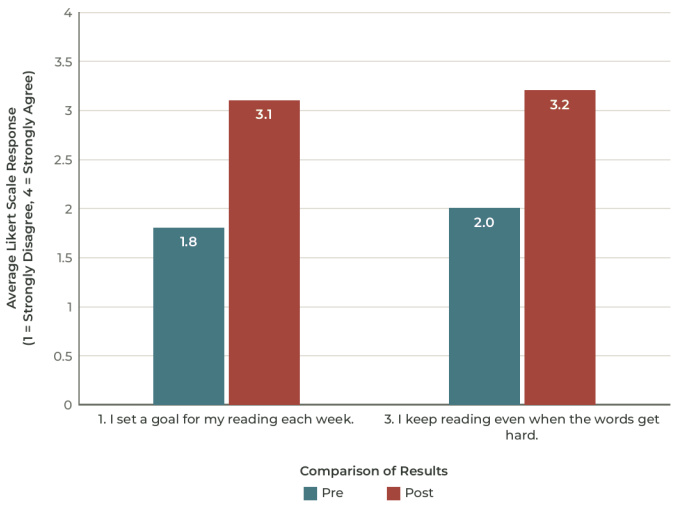
1. Numbers first: copy them from your data organizer, then graph from them

#	L or K	Item (short statement, same order as the plan)	Pre	Post	Did both
1	L	I set a goal for my reading each week.	1.8	3.1	14
2	K	List two things you can do when stuck on a word.	29%	86%	14
3	L	I keep reading even when the words get hard.	2.0	3.2	14
4	K	Name one thing to do the night before to be on time.	36%	79%	14

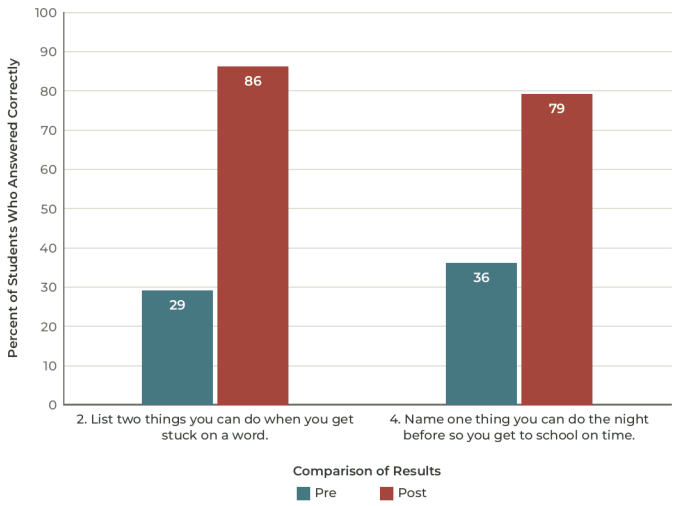
Achievement baseline 15 1s in reading (Dec 2028)	Adjusted baseline* 14* (one student moved)	Actual final 6 (June 2029)	Percent change -57.1% (decrease)
Attendance baseline 63* absences, trimester 1	Attendance final 34 absences, trimester 3	Discipline baseline NA	Discipline final NA
Percent change formula (6 - 14) / 14 x 100	Likert scale used 1 = SD to 4 = SA	Answer key written? Yes, before pre	Matched students only? Yes, 14 of 15

2. The four finished graphs (each goes in its own box on ASCA's template)

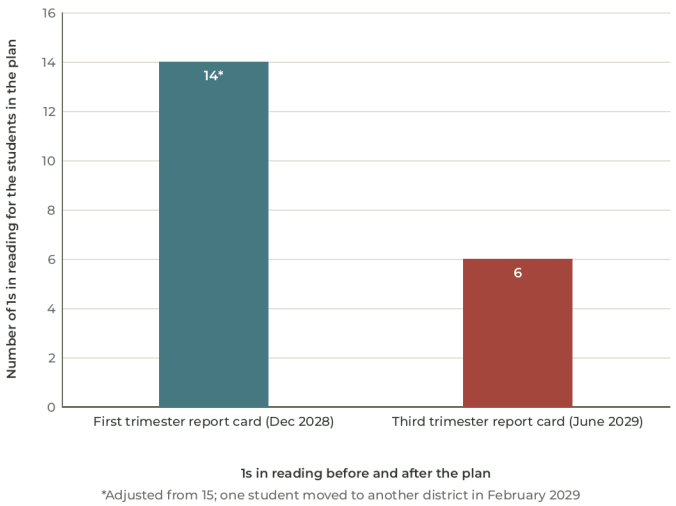
A. Reading Strong gap plan, grade 4, 14 students who completed pre and post, Jan to May 2029



B. Reading Strong gap plan, grade 4, 14 students who completed pre and post, Jan to May 2029

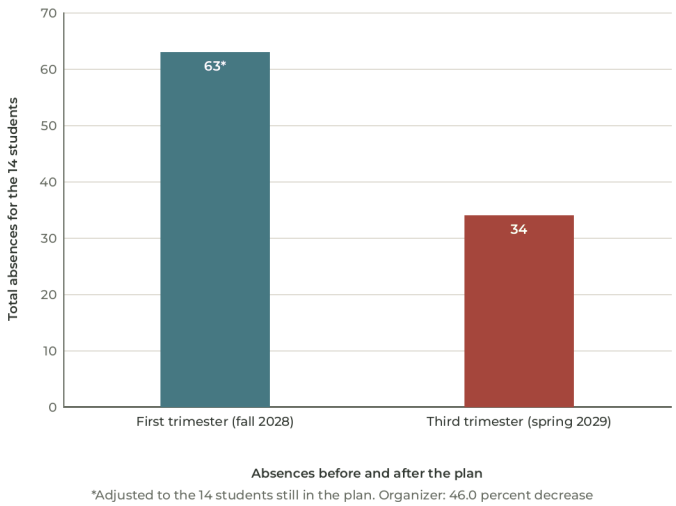


C. Reading Strong gap plan, grade 4 students with a 1 in reading, 2028 to 2029



*Adjusted from 15; one student moved to another district in February 2029

D. Optional: absences for the 14 students, 60 school days in each trimester



*Adjusted to the 14 students still in the plan. Organizer: 46.0 percent decrease

Guidelines paraphrased from ASCA's fifth edition template examples and Graph Development Tips. Graphs go in ASCA's own templates.

Graph Math and Check Sheet

Calculate, label, check · page 3 of 3: formulas, checklist and RAMP cross-check

ASCA prints no formula or rounding rule · these are standard calculations · same decimals on organizer and graph

1. The calculations behind every graph

Number	Formula	Worked example (Maple Hollow, fictional)
Likert average	sum of ratings / students who rated the item	14 students, ratings total 25: 25 / 14 = 1.8
Percent correct	students correct / students who answered x 100	12 of 14 correct: 12 / 14 x 100 = 85.7%
Percent change	(final - baseline) / baseline x 100; say increase or decrease	14 to 6: (6 - 14) / 14 x 100 = 57.1% decrease
Adjusted baseline	baseline for the students still in the plan, marked *	15 at start, one moved: 14*, with a note
Points vs percent	for percent data, 40% to 60% is +20 points, a 50% increase	say which one you report

2. Graph checklist (one column per graph: A Likert, B knowledge, C achievement, D contributing)

	A	B	C	D
1. Bar chart, pre and post (or baseline and final) side by side	☐	☐	☐	☐
2. Likert and knowledge items on separate graphs	☐	☐	☐	☐
3. Every number matches the organizer (items, order, decimals)	☐	☐	☐	☐
4. Every item in the plan has a result	☐	☐	☐	☐
5. Behavior standards above the graph match the plan	☐	☐	☐	☐
6. Aggregate data only, no bar for any student	☐	☐	☐	☐
7. Subtitle: who, how many, when (not the primary title)	☐	☐	☐	☐
8. Y-axis label names the measure; Likert scale defined	☐	☐	☐	☐
9. X-axis label: what is compared (and when, for achievement)	☐	☐	☐	☐
10. Data point on every bar, including zeros	☐	☐	☐	☐
11. Axis starts at 0; ends at top of scale or 100	☐	☐	☐	☐
12. Adjusted baseline has an asterisk and a note	☐	☐	☐	☐
13. No names, initials, IDs or tiny class labels	☐	☐	☐	☐
14. Readable at 100 percent in the exported PDF	☐	☐	☐	☐

3. RAMP Scoring Rubric, Fifth Edition: graph and organizer items (shortened)

☐ **2.15**	Likert/knowledge graph matches organizer	☐ **2.16**	Standards addressed match the plan
☐ **2.17**	Pre/post side by side, aggregate	☐ **2.18**	Subtitle, Y (scale), X, data points
☐ **2.19**	Achievement graph matches organizer	☐ **2.20**	Baseline/final side by side, aggregate
☐ **2.21**	Subtitle, Y, X (and when), data points	☐ **2.22 to 2.26**	Averages or percents, every item, baseline, final, % change
☐ **5.8**	Lesson life-readiness graph accurate	☐ **5.9, 5.10**	Averages or percents, every item
☐ **6.10, 6.11**	Small-group life-readiness and achievement graphs	☐ **6.12 to 6.16**	Averages, every item, baseline, final, % change

4. Notes (what changed, what you will explain in the reflections)

Guidelines paraphrased from ASCA's fifth edition template examples and Graph Development Tips. Graphs go in ASCA's own templates.

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