



## Key Component 3: Conduct a Program Needs Assessment

Below are the three different types of data that you will use when conducting a program needs assessment

### School-Level Data:

- **Definition:** These data provide the big picture of areas that need to be addressed, and show whether students are below, meeting or exceeding standards.
- **Level of information:** Data are available at the district and school levels.
- **How to use it:** With school-day leaders on your team, review data such as campus/site or school improvement plans, state assessment results, attendance reports and behavior reports.
- **Think of it this way:** If you want to see overall how ninth graders are doing on the state assessment, you would look at school-level data that summarize their performance as a group.

### Student-Level Data:

- **Definition:** This data set provides the most important information about student performance.
- **Level of information:** These data tell you specifics about what keeps each student from meeting state standards or reaching their full potential.
- **How to use it:** Use student-level data when intentionally designing activities for your program to ensure you make the most impact.
- **Think of it this way:** Each student will have a different reason for not meeting a standard. It's helpful look at their individualized data to analyze where each student is academically.

### Student Voice Data:

- **Definition:** These data come directly from students.
- **Level of information:** This level of information can be gathered via interest surveys or focus groups. You can collect it in the last few weeks of your regular out-of-school time program.
- **How to use it:** Use these data to intentionally design specific, targeted and fun interventions that are hands-on and provide real-life opportunities to practice new skills.
- **Think of it this way:** When students share their likes and dislikes, perk your ears up. Out-of-school time programs give you the opportunity to connect academics with student interests!