



Innovative Program Form 3 Data Tracking Forms

Name of Mentor	
Name of New Teacher	
School	Phone Number

I. Test Innovative Project

Implement your proposed solution for several months and collect data on indicators identified and outlined in the Data Collection Plan submitted with your Innovative Project Application (Form 2).

C. Data Collection Tools

1. Create an excel document or other electronic data collection tool and document results as measure by the data indicators identified in the Innovative Project application. Collect results throughout your project according to the timeline set in your Data Collection Plan.

AND

2. Maintain a journal of your experiences while testing your Innovative Project.

Sample Journal – This will be an expandable form to complete weekly throughout project timeline.

Date:	Notes
Relationships: How student responded.	
Communications: Discussions with colleagues.	
Patterns of work and organization: Can project tasks be completed within the current structure and organization.	
Difficulties encountered and solutions tried.	
Progress update: How the project and proposed action plan are working.	
Modifications needed	



Innovative Program Form 3 Project Evaluation Report

Title of Innovative Project:	
Name of Project Lead /Team:	
School	Phone Number

V. Capture and Report Lessons Learned

Write an Innovative Project Evaluation Report. Include the elements outlined below in your report. Use the Innovative Project Evaluation Rubric to guide your evaluation.

✓	Evaluation Report
	Project Overview <ul style="list-style-type: none"> • Problem statement and relevancy of project to student learning • Project goal • Desired project outcome(s)
	Review Data Collection Plan <ul style="list-style-type: none"> • Review identified indicators and timeline • Assess your level of follow-through on data collection plan
	Share Results (based on data collected during the Innovative Project) <ul style="list-style-type: none"> • State findings from data collection - Use visuals (graphs, charts etc.) and provide a brief narrative summarizing results of each visual. • Address level of attainment of project goal and desired project outcome(s) • Assess level of attainment of project goal • Summarize key findings from weekly journal logs.
	Summarize Project Results <ul style="list-style-type: none"> • Assess effectiveness of actions taken in your action plan. • Celebrate progress • Share challenges • Make recommendations

Submit your Innovative Project Evaluation Report and this signed checklist to the Superintendent.

_____ Date _____
(Teacher Signature)