

# Appendix E

## *Inquiry Calendar Planner*

PERSON, ROLE, OR TEAM:	DATE(S) COMPLETING CALENDAR:	SCHOOL YEAR OR TERM:

List Team members, if applicable:

Take 3–5 minutes to reflect and connect on the core purposes of this role or team. Jot down key phrases or words here:

What are your *impact* goals for this year/term? Which are your top one or two?

*Impact* goals for what will be gained in key areas such as sense of belonging, academic growth and mastery, satisfaction with school, community well-being, and so on.

**What are your *process* goals for this year/term? Which are your top one to three?** *Process* goals address our actions to achieve impact goals. Examples include participation and satisfaction with PD, number of positive phone calls home, number of formative assessment opportunities provided, number of staff gaining specific PD content, and the like.

Considering these goals, what data do we need?

Note any data access and availability questions/issues for follow-up:

Please take a few minutes to notice emotions or mindsets that come up related to working with these goals and data. What do you notice? What ideas, questions, or assumptions do you have about the mindsets and emotions others may bring?

# INQUIRY CALENDAR PLANNER

TO TRACK AND INFORM PROGRESS ON THE IMPACT AND PROCESS GOALS.

For each session, what **data** and which **guiding questions or hypotheses** will you explore?

SESSION NAME/DATE(S)	IMPACT GOALS		PROCESS GOALS	
	DATA TO EXPLORE	GUIDING QUESTIONS	DATA TO EXPLORE	GUIDING QUESTIONS

What are any next steps to get access to these data, including results for race, gender, and subgroups of focus?

How and when will you hear the voices of those closest to the action and with the most at stake? (Using, for example, surveys or focus groups.)