

Eight data sheets that match how IEP goals actually get written, plus the page that tells you which one to use.

UP DATA

Six Ways Data Collection Fails

Every one of these is fixable in about five minutes, and every one of them is why a binder ends up empty in April.

The form does not match the goal.

A frequency count cannot answer an accuracy question. Check the cheat sheet.

The clipboard is across the room.

If the sheet is not where the skill happens, the data will be reconstructed from memory.

Nobody was assigned

Shared responsibility means no responsibility. Put one name on every sheet.

Too many goals at once

Pick the two or three that matter most this quarter and measure those well.

No baseline

Three sessions before in instruction. Without it you cannot demonstrate growth.

It never gets graphed

A stack of tally sheets is not evidence. Ten minutes a month turns it into evidence.

The honest standard

Data that is collected three days a week, accurately, by one person who actually there beats data that is collected daily by whoever happened to be nearby. Aim for true, not complete.

BRIGHT PATH SPEED

Which Sheet Do I Use?

Match the wording of the goal to the form. The goal already tells you how to measure it.

IF THE GOAL SAYS...	IT IS MEASURING...	USE THIS SHEET
"in 8 of 10 trials" / "with 80% accuracy"	Accuracy	Trial-by-Trial Data Sheet
"will decrease instances of..."	How often	Frequency Count Sheet
"for at least 10 minutes"	How long	Duration & Latency Sheet
"will begin within 30 seconds"	How fast	Duration & Latency Sheet
"will remain on task"	How much of the time	Interval Recording Sheet
"independently" / "with no more than one prompt"	Independence	Prompt Level Data Sheet
"across 3 consecutive sessions"	Consistency	Any sheet + Weekly Summary
"will generalize to..."	Transfer	Trial-by-Trial, one per setting
Any goal, at report time	Growth over time	Progress Graph
More than one adult collects	Who does what	Who Collects What

A note on baseline

Whatever sheet you choose, run it for three sessions before you teach anything. Without a baseline you cannot show growth, and "progress" without a starting point is an opinion.

Trial-by-Trial Data Sheet

Ten trials per session. Circle or mark each trial, then total at the bottom.

DATE	1	2	3	4	5	6	7	8	9	10	CORRECT	%

Scoring key

- ☐ + correct and independent
- ☐ P correct with a prompt
- ☐ – incorrect or no response
- ☐ Count only + toward the percentage unless the goal allows prompting.

Duration & Latency Recording

Duration is how long it lasts. Latency is how long until it starts.

[illegible]

Which one is the goal asking for?

“Will remain seated for 10 minutes” is duration. “Will begin work within 60 seconds of a direction” is latency. Some goals need both columns.

Move the week's numbers here every Friday. This is the page you will actually use to write a progress report.

[illegible]

Trend, not snapshot

Write an up arrow, a flat line, or a down arrow in the trend column. Three flat weeks in a row is the signal to change instruction — and noticing it in week three instead of at the annual review is the entire point of collecting data.

IEP DATA

Who Collects What

Data collection fails when it is assigned to “the team.” Assign every sheet to one named adult and one time of day.

STUDENT	GOAL	SHEET USED	WHO COLLECTS	WHEN	WHERE IT LIVES

Make it small enough to actually happen

One goal, one adult, one time of day, three days a week is data. Five goals for every student every day is a plan that collapses by October and leaves you with nothing.

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