**Replace This Text with Report Name**

**Reference Sheet**

This sheet provides a reference tool for the *Replace this Text with Report Name* report, which shows… Replace “…” with a short, 3-line description indicating the nature of the report, like: a school site’s performance on *Test A* content clusters in relation to the other sites in the same school district.

Focus

 **What data is reported?**

Replace this section of text with an explanation of data reported, like: Students’ average % correct when answering questions aligned to each *Test A* content cluster is displayed for:

* a school site
* the state

Replace or cover this space with an image (also called a screen shot) of the report.

If the report includes multiple pages that are drastically different in format & appearance, include all such pages. You can partially overlap the images to make them fit.

The main goal is to help users know, in an instant,

with which report they should match this reference sheet.

This is a template for the simpler version of 2 reference sheet templates provided. The next page features the denser version. Pick 1 for each report. A reference sheet is a report-specific tool that helps educators understand the report it goes with & correctly analyze the report’s data.

If you see the word “Replace,” you need to replace whatever text or image it references (e.g., replace examples).

Pink text should be removed

completely after you’ve read it.

Warning

 **What do many educators misunderstand?**

Replace this section of text with a clear account of something educators have to know to analyze the data correctly, yet often don’t know. For example, what is the most common mistake when analyzing this particular report’s data? What key words would a data expert say to the report user to help? Keep it direct and report-specific, like: *Test A*’s content clusters vary in difficulty, so a site’s highest % correct for a cluster does not necessarily indicate its strength, and its lowest % correct for a cluster is not necessarily its weakness. For each cluster, compare the Site % to the State Minimally Proficient % (i.e., *look at the degree to which the Site beat the State Minimally Proficient*). Use this formula…

**Replace This Text with Report Name**

**Reference Sheet**

 Replace or cover this space

with an image (also called a

screen shot) of the report.

 If the report includes

 multiple pages that are

drastically different in format & appearance, include all such pages. You can partially overlap the images to make them fit.

The main goal is to help users know, in an instant,

with which report they should match this reference sheet.

This sheet provides a reference tool for the *Replace this Text with Report Name* report, which shows… Replace “…” with a short, 3-line description indicating the nature of the report, like: a school site’s performance on *Test A* content clusters in relation to the other sites in the same school district.

See the other (simpler) reference sheet template for a note on how to use these templates.

Purpose

 **What are some questions this report will help answer?**

* Replace these bullets
* with key questions this report
* can help to answer, which might be
* the reason someone is using the report

Focus

 **Who is the intended audience?**

Just list roles here, like: Teachers and administrators

**What data is reported?**

Replace this section of text with an explanation of data reported, like: Students’ average % correct when answering questions aligned to each *Test A* content cluster is displayed for:

* a school site
* the state

**How is the data reported?**

Replace this text with 1 line of text explaining how the report is broken down or displayed.

Warning

 **What do many educators misunderstand?**

Replace this section of text with a clear account of something educators have to know to analyze the data correctly, yet often don’t know. For example, what is the most common mistake when analyzing this particular report’s data? What key words would a data expert say to the report user to help? Keep it direct and report-specific, like: *Test A*’s content clusters vary in difficulty, so a site’s highest % correct for a cluster does not necessarily indicate its strength, and its lowest % correct for a cluster is not necessarily its weakness. For each cluster, compare the Site % to the State Minimally Proficient % (i.e., *look at the degree to which the Site beat the State Minimally Proficient*). Use this formula…