IES Institute of Education Sciences

Example Data Collection and Meeting Schedule

Regional Educational Laboratory Northeast & Islands

From the National Center for Education Evaluation at IES

This is an example schedule that shows the frequency of data collection and corresponding meetings to discuss the data collected. This can be adapted to fit the unique needs of a program.

Program Week	Data Collection Timeline	Meetings to Discuss Data
Week 1 (7/5/21-7/9/21)	• Collect Week 1 Attendance • Collect Round 1 Student Surveys • Collect Round 1 Tutor Surveys	
Week 2 (7/12/21-7/16/21)	• Collect Week 2 Attendance	Meet to review Week 1 and 2 Attendance Data and responses on Round 1 surveys
Week 3 (7/19/21-7/23/21)	• Collect Week 3 Attendance	
Week 4 (7/26/21-7/30/21)	• Collect Week 4 Attendance	
Week 5 (8/2/21-8/6/21)	• Collect Week 5 Attendance • Collect Round 2 Student Surveys • Collect Round 2 Tutor Surveys	
After Program		Meet to review all Attendance Data and responses on Round 2 surveys

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