**Worksheet for Environmental Scanning**

**External Micro-Systemic (School) Factors**

The School Data Profile and Internet Databases (such as the CDE education statistics at http://www.cde.state.co.us/cdereval) will provide a good deal of data to inform the completion of this form. Once you have completed this worksheet, you should transfer pertinent factors to the Factor Analysis Summary (FAS) Spreadsheet and complete the weighting/rating process as instructed on the FAS. The outcomes from your FAS will guide you in developing action plans for each of the needs-based goals you developed.

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| --- | --- | --- | --- | --- |
| External Micro-Systemic Environment (School) | Issues/Questions | Findings | Opportunity or Threat? | Sources |
| Student/Parent/Teacher Characteristics and Demographics |  |  |  |  |
| School Culture and Reputation |  |  |  |  |
| Physical Facilities |  |  |  |  |
| Technology |  |  |  |  |
| Financial Factors |  |  |  |  |
| Administrative and Organizational Factors |  |  |  |  |
| School Climate Related Instances (Recent Violence, Suicide, etc.) |  |  |  |  |
| Pertinent Policies (Zero Tolerance, Harassment, etc.) |  |  |  |  |
| Procedures (Registration, Discipline Referral, etc.) |  |  |  |  |
| Special Student Support Programs (Transition, Tutoring, etc.) |  |  |  |  |