## Needs Assessment Completion Strategy Plan

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| School Counselor Information |
| School Counselor Name: |       |  |  |
| School Name: |       | Date: |       |
| Principal: |       |
| Assessment Period: |       to       |
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| Data Collection Roadmap |

What are the guiding questions for this needs assessment?

Who is your target audience?

What primary data collection strategy will you use and why?

Provide details regarding utilization of your primary strategy: Size of sample, method of dissemination, etc.

List any secondary data collection strategies that you foresee employing.

Provide details regarding utilization of your primary strategy: Size of sample, method of dissemination, etc.

Identify any collaborators in the data collection process, for example advisory council, Parent Organization, etc.

Identify any special resources that will be required to complete data collection, ie. Printing, mailing, technology.

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| Data Analysis Roadmap |

How will you prepare the data for analysis and interpretation?

Who will you involve in the process of data analysis and interpretation?

What preliminary analyses will you conduct and why?

What formal analyses will you conduct and why?

How will you report your results and who will be responsible for creating the report?

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| Comments |

Additional Comments: