


CAPE Network Assessments

Data Action Plan

Consideration	Determination	
What grade levels will be assessed? Which assessment form will be used?		
Group administration? Who will administer the assessment?		
Where will assessment take place? Reservation of equipment or facilities needed?	Where:	Reservation:
When will assessment take place?	Pre-assessment	Post-assessment
How will students access the assessment?	<input type="checkbox"/> desktop shortcut that automatically selects form and inserts authorization code <input type="checkbox"/> school website hyperlink that automatically selects form and inserts authorization code <input type="checkbox"/> through UEP Students Menu – students manually select form and enter authorization code <input type="checkbox"/> via student portfolio in career information system <input type="checkbox"/> via hyperlink contained in email message	
Describe assessment frequency (schedule).		
Describe plans to inform administrators, teachers, and support staff about the assessment. Who creates the information?		
Describe plans to inform students and parents/guardians prior to the assessment administration. Who creates the information?		
Who will have access to assessment system as administrators and users?	Administrators:	Users:
Identify groups or interventions that will utilize assessment on a pre-post basis (optional).		

Groups feature: list any custom group subdivisions (optional).	
Describe any form customization plans. Who will be in charge of creating the custom form?	

In the area below, place a check mark next to the intended uses of the UEP assessment data. For each intended use, identify when data is needed, who needs the data, and specific UEP reports that would be appropriate to the intended use.

	Intended Use(s)	When Data Needed	Who Needs Data	Relevant Reports
	1. Identify individuals in need of services			
	2. Support work with parents/guardians in assisting their children			
	3. Use in school improvement planning process			
	4. Identify guidance, counseling, and advising programming needs and issues			
	5. Use in dropout prevention programming			
	6. Improve college readiness			
	7. Improve career readiness			
	8. Identify policies and practices that better meet student needs			
	9.			
	10.			