Date: _____

CIRCLE -- Data Collection Summary Sheet

Instructions: This log must be completed <u>every time</u> data collection is <u>attempted</u> or <u>collected</u>. This documents any occurrences that could impact data integrity and alerts us about whether data entry corrections are needed.

Classroom ID: _____   Data collector : _____

Wave: _____   Tablet #: _____

Observation information
Number of children in
classroom: _____

Irregularities *(check all that apply and describe in notes if needed)*

☐ Class party

☐ Fire drill

☐ Guest speaker

☐ Atypical attendance pattern

☐ New students (within 2 weeks)

☐ Other (describe below)

☐ Unusual schedule (long outdoor time, short circle, etc.)

☐ Lead teacher/other classroom staff left classroom for significant length time (affected class management for 15 min or more)

☐ Unusual circumstances or behavior from target child

☐ Unusual circumstances in classroom

Notes *(reason observation was not completed, details of irregularities, etc.)*

_____

_____

_____

Questions (*any questions that arose during the CIRCLE observation on how to code certain behaviors, circumstances, etc.*)

_____

_____

_____

_____

CIRCLE Log

Child ID#	Who is leading activity?	Activity/Structure and Other Notes (Please note the date if observations occurred on more than one day)	Reliability

CIRCLE Data Collection Checklist

Pre-Assessment Checklist

<u>Day Before: Prepare the following materials</u>:

___ Printed Class Schedule with school phone #
___ Classroom roster
___ CIRCLE device, fully charged
___ CIRCLE Notes Sheet

<u>Day Of</u>:

___ CLEAN UP: Call to see if target child(ren) present before leaving office
___ Arrive early to speak with teacher about an assessment plan. Ask teacher about
   1)Attendance, 2) Non-nappers, 3) Early departures/Late arrivals, 4) Students leaving the room for
   services 5) Schedule changes, 6) Anything else that may impact assessment.

Post-Assessment Checklist

___ Update google docs

<u>CIRCLE Data</u>

___ Observation Notes were made for each child observed on the CIRCLE Notes Sheet
___ CIRCLE data is turned in for data transfer, promptly