Needs Assessment Report Outline

I. Introduction & Background

This section describes the purpose of the needs assessment and the specific questions and issues the assessment was designed to explore. Background information on the community school initiative should also be included here briefly.

II. Methods

This section describes all of the methods used to collect the data and information presented in the report as well as the key participants (or participant types) involved in the processes.

a. Data Collection

Brief description of each data collection method used

- Archival Data Review – *list all data sources that were consulted*
- Surveys – *include a description of the groups that received and submitted surveys, including how representative each sample was of their larger population*
- Focus Group – *include a description of the number and types of groups that participated*
- Interviews – *include a description of the individuals that were interviewed*

b. Strengths and Limitations

Description of the main strengths of the process (for example, a large number of archival data sources were available), as well as any considerations the audience should be aware of as they read and interpret the key findings (i.e., poor participant response rates on parent surveys)

c. Key Participants

List of the primary participants who administered the process, including those who collected the data and the members of the committee who analyzed and interpreted the information presented in the report

III. Key Findings

This section summarizes the <u>analyses</u> and <u>findings</u> from the process. A bulleted list is easier to read and act on over a lengthy narrative.

IV. Recommendations

This section describes the <u>implications</u> from the data and suggests next steps for your community school.

V. Appendices

Included in this section should be the data collection instruments used, such as the survey and focus group questions, and the schedule of activities that contributed to the process.