Need Assessment Worksheet Examples

PEER FORWARD®

School/School District: Sample High School

	Current Situation	Desired Outcomes	Needs or Gaps	Priority Ranking**	Solutions/Action Steps	Evaluation Items
	How are things right now?	*What do we wish they could be?*	*What is the source of the problem?*	*How important and feasible?*	*What are we going to do about it?*	*How do we know we've succeeded?*
EXAMPLE 1	By course registration, 30% of students complete a Naviance career assessment (Career Key).	By course registration time, 100% of students have two or more Naviance College and Career Assessment completed.	1. Not enough time to finish 2. Students forget to do it; teachers forget to remind them. 3. Counselors aren't giving log-in info to students early enough.4) Getting around on Naviance is sometimes confusing.	1 2 3 1	- Schedule protected time in homeroom to do Naviance 2 times per month - Use fliers, email, and social media as reminders to help students and teachers not forget - Communicate to counselors that we need the info earlier	Naviance completion rate before winter break is at least 60%. Fewer teachers and students are saying, "what Naviance?" Naviance report says 100% of students have 2+ assessments completed.
EXAMPLE 2	From PowerSchool last school year, the average attendance in the high schools was 78%. Across the board, the lowest rates were from ninth (76%) and tenth (66%) graders.	90%+ of students would be at school the entire school day.	1. Illnesses or appointments 2. Skipping school 3. Not wanting to be at school 4. School feels uncomfortable 5. Few or no friends at school 6. Most friends are not at school or from school 7. Students are uninterested in classes 8. Students don't get to school when they miss the bus 9. Responsibilities at home 10. High school feels like it gets hard before it gets better.	3 2 1 1 2 3 1 3 3 2	- Make class reflect more of who students are and what they are interested in - Give students a greater sense of purpose with assignments (or in general) - Help freshmen with their social and academic transitions into high school - Increase messaging to parents about attendance goals and positive effects of attendance - Student Services should adjust social supports to 9th and 10th graders	Overall student attendance exceeds 80%. 9th and 10th grade attendance is 80%+. Fewer absences in PowerSchool and tardies are fewer or go unchanged. Fewer students leaving campus early (excused or unexcused)

For **Priority Ranking, consider the need's feasibility and importance for the community. Needs that are most feasible and of highest importance to get addressed should receive a "1", with the next highest a "2". When needs receive a "3," that indicates they will not be addressed at this time.

Need Assessment Worksheet

A Need Assessment helps your team break down the challenge you identified in the Problem Identification Worksheet. It is a process to determine and address the needs or "gaps" between the current situation and the desired conditions. With this deeper understanding, you can plan the action steps necessary to bridge the gap.

Directions: Fill in the boxes below based on the challenge you identified in the "Problem Identification Worksheet."

	Current Situation	Desired Outcomes	Needs or Gaps	Priority Ranking**	Solutions/Action Steps	Evaluation Items
	How are things right now?	*What/how do we wish they could be?*	*What is the source of the problem?*	*How important and feasible?*	*What are we going to do about it?*	*How do we know we've succeeded?*
CHALLENGE 1						
CHALLENGE 2						

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