

## ANNUAL NEEDS SURVEY – PROCEDURE

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The survey is to be completed once a year in May. The Annual Needs Survey is a systemic effort to acquire an accurate, thorough picture of strengths and weaknesses of a school community, thus identifying the needs of the students in the school.

The Annual Needs Survey is completed by the Student Services Personnel. This can be done in conjunction with the classroom profile.

- A need is gap between what is and what should be.

### **Methods used to collect information for the Annual Needs Assessment:**

Achievement Test Scores:	Norm-referenced test scores, criterion-references test scores, diagnostic test scores, and competency test scores.
Other Student Performance:	Student learning objectives mastery, progress through levels of instruction, materials, grades, by subject.
Teacher Judgements:	Specific skill performances, specific skills deficiencies, relative positioning a class attitude and motivation, instructional content.
Parental Input:	Parent request, special deficiencies noted by parents/guardians, physical disability or health problems.
Classroom Profile Data	

### **Student Services**

1. Fill out the number of Level I, II and III students.
2. Then indicate in which program each student participated: direct program, class assistance, M or I.
3. In the monitor section, please record those students NOT identified in number 1 or number 2 that you are checking with on a regular basis.
4. Complete second page as indicated.

### **Speech/Language, Psychological, Counselling**

1. Complete as directed on the appropriate forms.