First 30 Days: Behavior Data Setup Checklist

Stand up your classroom behavior data system in the first month of school

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Use this checklist during planning days and the first four weeks of school. The goal is a data routine that survives a real school day: clear definitions, one home for every log, and a review habit before the first progress report.

Before Students Arrive (Planning Days)

- [ ] List students with BIPs, IEP behavior goals, or carryover concerns from last year
- [ ] Write an operational definition for each target behavior (observable, measurable, no labels)
- [ ] Pick ONE measurement type per behavior: frequency, duration, latency, or interval
- [ ] Decide where data lives — one app or one clipboard, never both
- [ ] Assign who logs what: teacher, para, related service providers
- [ ] Set a daily 2-minute logging window (e.g., during dismissal) on your schedule
- [ ] Confirm FERPA-appropriate storage: no student names on loose paper, no personal devices

> Definition quality check: could a substitute who has never met the student read your definition and count the same events you would? If not, tighten it before day one.

Week 1-2: Baseline

- [ ] Log target behaviors as they occur — do not intervene differently yet; you are measuring the starting point
- [ ] Capture antecedent and consequence notes (ABC) for the 2-3 most disruptive behaviors
- [ ] Note setting events: sleep, medication changes, schedule disruptions, transportation issues
- [ ] Record at consistent times/activities so days are comparable
- [ ] Flag any safety concern to your administrator and school psychologist immediately — safety outranks baseline

Week 3-4: Review and Adjust

- [ ] Graph or review each behavior: is there a time-of-day, activity, or staffing pattern?
- [ ] Share one pattern with your team (e.g., "80% of incidents happen during independent work")
- [ ] Drop any data stream nobody has used — collect less, use more
- [ ] Schedule a standing 10-minute weekly data review with your para or co-teacher
- [ ] Bring your first month of data to the next team or IEP meeting

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Patterns I am seeing (time of day, activity, staffing, setting events)

Track it all in Classroom Pulse

ABC logs, frequency and duration tracking, and automatic graphs your IEP team can read at a glance.

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