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**Data Story Headline:** *What is the story you are trying to tell? Try to say it in one sentence.*

**Background and Context:** *Why does this data matter? How is this data related to equity goals?*

**Key Findings:** *What are the most important findings in your data? Summarize these in a few bullet points.*

**Data Visual:** *Is there a chart or graph that would help your audience understand your data better? How about a photograph or a quote? Data does not have to be numbers!*

**Action Steps:** *Are you taking action to address the data? Do you have recommendations for future action, or for future research?*