
Seasoned (Advanced) in Collecting & Reporting School District Data

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<https://bit.ly/2SHTMHC>

Agenda

1. Meet your peers
2. When verifying data: One-man band or part of a district data team?
3. If you have a data team: Are all affected departments represented?
4. Potential challenges getting others to embrace verifying and analyzing data
5. Systems your district could purchase or use to help with data analysis
6. What queries/reports can be created to provide information back to your district staff?
7. Other duties “as assigned”



Verifying Data: One-Man Band or Data Team?



Best Practice: Have a Data Team to verify that the data is accurate

- The DDC should coordinate the verification of data
- Timeliness is important. Allow time for corrections to be made.
- Data Verification should be an ongoing process, not an event
- Delegation

Data Teams can be formal, with scheduled meetings...
...Or very informal, collaborating via phone and email.



All Affected Departments of a Data Team

Department Breakdown

BUILDING OPERATIONS

Lead in Drinking Water Survey
Building Condition Survey
Building Safety Plans
BEDS IMF

FOOD SERVICE

Free & Reduced Lunch
Direct Match through NYSSIS
Carryover Codes

HUMAN RESOURCES

Staff Snapshot
Staff Assignment
Staff Attendance
Teacher Certification
Staff Tenure

SPED SECRETARY

Program Service Codes
SPED Enrollments

HOMELESS LIAISON

Homeless Youth
Unaccompanied Youth

INFORMATION TECHNOLOGY

Systems integration
SIS Support
IT Plan (bi-annual)
BEDS IMF

TRANSPORTATION

Residency
BEDs IMF

ST3
State Aid Reports
Ed Mgmt Surveys
Audit Surveys
SA129

Consolidated App Title Funds
PD Reports
Impartial Hearing
STAC Submissions
ELL Eligibility
Section 504
CDOS Credential
KITE

Director of Student Services

Business Official

Superintendent of Schools

APPR Plan
CEEP Plan
PD Plan
SSBA
SEDDAS

DDC

Level 0, Level 1 & Level 2
Data Analysis
Systems Support
Data Team Coordination
District Compliance

REGISTRAR

Enrollments
Immigrant Status
Parent Armed Forces
Foster Care

HIGH SCHOOL PRINCIPAL

Civil Rights Data Collection
Regents Exam Coordination
NYSESLAT Exam Orders
BEDs IMF & ePMF
Staff Evaluation
Level 1 Report Verification

MIDDLE SCHOOL PRINCIPAL

Civil Rights Data Collection
6-8 Exam Coordination
NYSESLAT Exam Orders
BEDs IMF & ePMF
Staff Evaluation
Level 1 Report Verification

ELEMENTARY SCHOOL PRINCIPAL

Civil Rights Data Collection
3-5 Exam Coordination
NYSESLAT Exam Orders
BEDs IMF & ePMF
Staff Evaluation
Level 1 Report Verification
Title 1 Eligibility

ATTENDANCE

Student Attendance Codes
Change of Address
Custody Alerts
Long-term Absence
Attendance Letters

GUIDANCE

Master Schedule
Staff Student Course
Course Instructor Assign
Graduation Pathway
Post Grad Plans
CTE & P-Tec Programs

DASA COORDINATOR

SSEC Reporting
Complaints of
Corporal Punishment

Guiding Thoughts for Data Verification:

- What type of data am I looking at? What data elements are included?
- Who knows this data best? Who is responsible for its accuracy?
- If the data is incorrect, who will correct it in the source system and how?
- How will you document the correction and data resubmitted?
- How can this type of error be avoided in the future? Do you need to educate those responsible for data entry?

Challenges Getting Staff to Embrace Data

- Staff Turnover
- Lack of Staff
- Lack of Admin Support
- Lack of Buy-In:
 - Ownership, empowerment/value, confidence, conflict (school culture/group dynamics), “voluntold”
- Time Constraints and Priorities
- Cumbersome Reports
- Lack of Training

Tools That Can Help with Analysis

- Level 1 Assessment Reports
- ASAP Regents Reports
- Access Database Queries
- Student Information System Custom Queries
- Vendor Systems and Dashboard Examples:
 - SchoolMeter
 - DataMate
 - BrightBytes (Early Warning/Predictive)
 - SchoolZilla
 - eDoctrina

What are you using?

Queries and Reports

- Level 1, Level 2, SMS Custom Exports, Access, etc.
- Examples of Access Queries
 - Senior Walk Through: If you have multiple elementary buildings, link potential graduates to their 5th grade enrollment record
 - Chronic Absenteeism - Leading Indicator: Link student attendance records to a student demographic export with primary address
 - Community vs. Single Family Residence Attendance Trend
 - Universal Screener: Link a student demographic file to NYSTP scores, IReady, MClass, and SPED Programs
 - Regents vs. Grade 8 Performance (same student)
 - Nextera or Kite Student Verification: Run an unmatched query using a student demographic file and a Nextera or Kite export - find missing students or those who need to be exited

** [Magic of Access Presentation Link](#)

Challenges On The Horizon



Thank You!

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