Traveling Through Time: The Forum Guide to Longitudinal Data Systems, Book Three: Effectively Managing LDS Data

http://nces.ed.gov/forum/pub_2011805.asp

By facilitating the collection and use of detailed, high quality student- and staff- level data linked over time, longitudinal data systems (LDSs) hold promise for enhancing both the way education agencies use data to serve students and the way they do business, from the policy level to the school office and into the classroom. The *Traveling Through Time: The Forum Guide to Longitudinal Data Systems* series is intended to help state and local education agencies meet the many challenges involved in building robust LDSs, populating them with quality data, and using this new information to improve the education system. With special emphasis on the business-level perspective, this document explores a broad range of issues involved in establishing a successful LDS.

Book Three of Four: Effectively Managing LDS Data discusses organizational issues aimed at moving an LDS project forward and ensuring that the data are of high quality so that users may leverage them with confidence for data-driven decisionmaking. The book's main focus is data governance, for which a practical framework is provided to help education agencies establish a solid foundation for data management and system utilization.

Chapter 1 explains the purpose of book three and describes the conventions used throughout the series. Chapter 2 introduces the concept of data governance, and discusses the benefits of this structure and process for data management. Chapter 3 presents a number of basic steps to establishing effective data governance and chapter 4 describes the key groups and individual roles that may comprise an education agency's data governance structure. Chapter 5 defines "quality" data. Chapter 6 discusses the various organizational processes that facilitate the creation and maintenance of quality data. Chapter 7 discusses the value of data standards, and describes the major sources of such standards. Chapter 8 provides a basic overview of issues and relevant laws regarding the protection of student data. Finally, chapter 9 addresses the need to secure the LDS data to prevent unauthorized access and tampering.

The *Traveling Through Time: The Forum Guide to Longitudinal Data Systems* series is a product of the National Forum on Education Statistics. The first book in the series was released in July 2010, with the three subsequent books published in sequence through early 2011. The project is sponsored by the National Center for Education Statistics (NCES), U.S. Department of Education, under the auspices of the National Cooperative Education Statistics System. For more information about the National Forum on Education Statistics, visit http://nces.ed.gov/forum.