

## Improving Education Data Part 2 – Coordinating Quality Data



The Online Forum Curriculum for Improving Education Data was developed by the National Forum on Education Statistics (the Forum). The Forum is an entity of the National Cooperative Education Statistics System, which was established by the National Center for Education Statistics (NCEES).

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## Credits

Sponsored by the National Forum on Education Statistics of the National Center for Education Statistics, United States Department of Education, Washington, D.C., and in cooperation with the Central Susquehanna Intermediate Unit, the Council of Chief State School Officers, and the Schools Interoperability Framework Association



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## Starting Point

- ❖ Business rules
- ❖ Data standards
- ❖ Data policies
- ❖ Data-Entry guidelines





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## Collaborative Effort

- ❖ Teachers
- ❖ Special Education Coordinators
- ❖ Curriculum Directors
- ❖ Principals
- ❖ Superintendents
- ❖ Transportation Directors
- ❖ Office Staff





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## Purpose of Data Dictionary

- Standardize format, definition, and business rules of data elements
- Facilitate appropriate use/collection of data
- Support creation of accurate, consistent, timely data
- Support and inform data system decision making
- Prevent duplicate collection of data elements




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## Role of Data Dictionary

- ❖ Final arbiter of data decisions
  - Data collected
  - Values entered
- ❖ Provide basis for other data-entry tools





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## Data Element

### Structure of Data Dictionary

Name	Example of an Entry
Data element name	Birthdate
Definition	Month, day, and year student born
Format (e.g., text vs. numeric)	Numeric (D4081974)
Size	Eight positions
Authoritative source (system or form)	Birth certificate
Usage	Age calculation "Identifier": Assigning a Unique ID Program Eligibility
Confidentiality source	State legislation
Authority to collect (e.g., legislation)	No—Directory info
Business rules	
Valid codes	Relative to current date (e.g., K06 > 3 years, but <22)
Code range	Grade level vs. age—What is acceptable?
Referential integrity checks	Primary and foreign key fields
Timeline for collection	At time of enrollment
Time to report to state agency	October and year end
Verification timeline—federal and state	2 months
Time to report to USDOE	Not applicable
Position responsible/authoritative	Registration clerk



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## Creating a Data Dictionary

- ❖ Time consuming
- ❖ Collaborative
- ❖ Data Steward's role
  - Lay groundwork
  - Plan efficient process
  - Coordinate team effort





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## Preparing for the Data Dictionary

- ❖ List the data stakeholders
- ❖ Determine structure of state dictionary
- ❖ Investigate alternative structures
- ❖ Draft LEA data-element structure





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Collaborative Creation

- ❖ Finalize structure
- ❖ Identify data elements
- ❖ Assign responsibilities



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