**Basic Data Validating Steps**

1. **Enter data**
2. **Check for errors**
   - Possible errors found
   - No errors found
3. **Determine if actually errors**
   - Errors confirmed
   - Not errors
4. **Identify source and all repositories of such errors**
5. **Provide corrections to appropriate staff**
6. **Next step in data flow**

*Repeat as needed*
Basic Data Auditing Steps

1. Enter data
2. Check for errors
   - Possible errors found
   - No errors found
3. Determine if actually errors
   - Errors confirmed
   - Not errors
4. Identify source and all repositories of such errors
5. Determine if actually errors
   - Errors confirmed
   - Not errors
6. Provide corrections to appropriate staff
7. Communicate explanation for apparent errors
8. End user signs off on report
9. End user checks for errors
10. Errors reported
11. Process data for report
12. Check for errors
    - Possible errors found
    - No errors found
13. Report data to end user
Data Audit Planning Form

Using the information in the *External Reports and Data Submissions* and the *Curricular Decisionmaking* sections of your Data Calendar Planning Form, fill in the first two columns with the dates and names of reports or decisions pertinent to your district, preferably in chronological order. Then for each item on your list, fill in the additional columns. The “Time Needed” columns could indicate numbers of days or weeks required.

<table>
<thead>
<tr>
<th>Date</th>
<th>Report/Decision</th>
<th>Staff to Correct Errors</th>
<th>Time Needed to Correct Errors</th>
<th>Date to Deliver Error Report</th>
<th>Time Needed to Create Error Report</th>
<th>Date for Data Audit</th>
<th>Elements of Data Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Examples of Best Practices Regarding Internal Data Audits

- Establish or adapt a data dictionary.
- Allocate time and funds for conducting audit.
- Create a calendar of scheduled audits and disseminate it to all appropriate staff.
- Schedule audits more than once a year.
- Identify priority sources of data to be audited, based on importance of the data, potential for problems, and history of data inconsistencies or errors.
- Create reports or search methods that compare sample data against lowest level at which data exist (paper or electronic). For example, compare a report that shows the number of students in English III, Section 4, receiving As, Bs, Cs, etc., to the grade book from that class.
- Match report results against business rules in place.
- Provide preliminary and ongoing professional development for the auditor and for responding district staff.