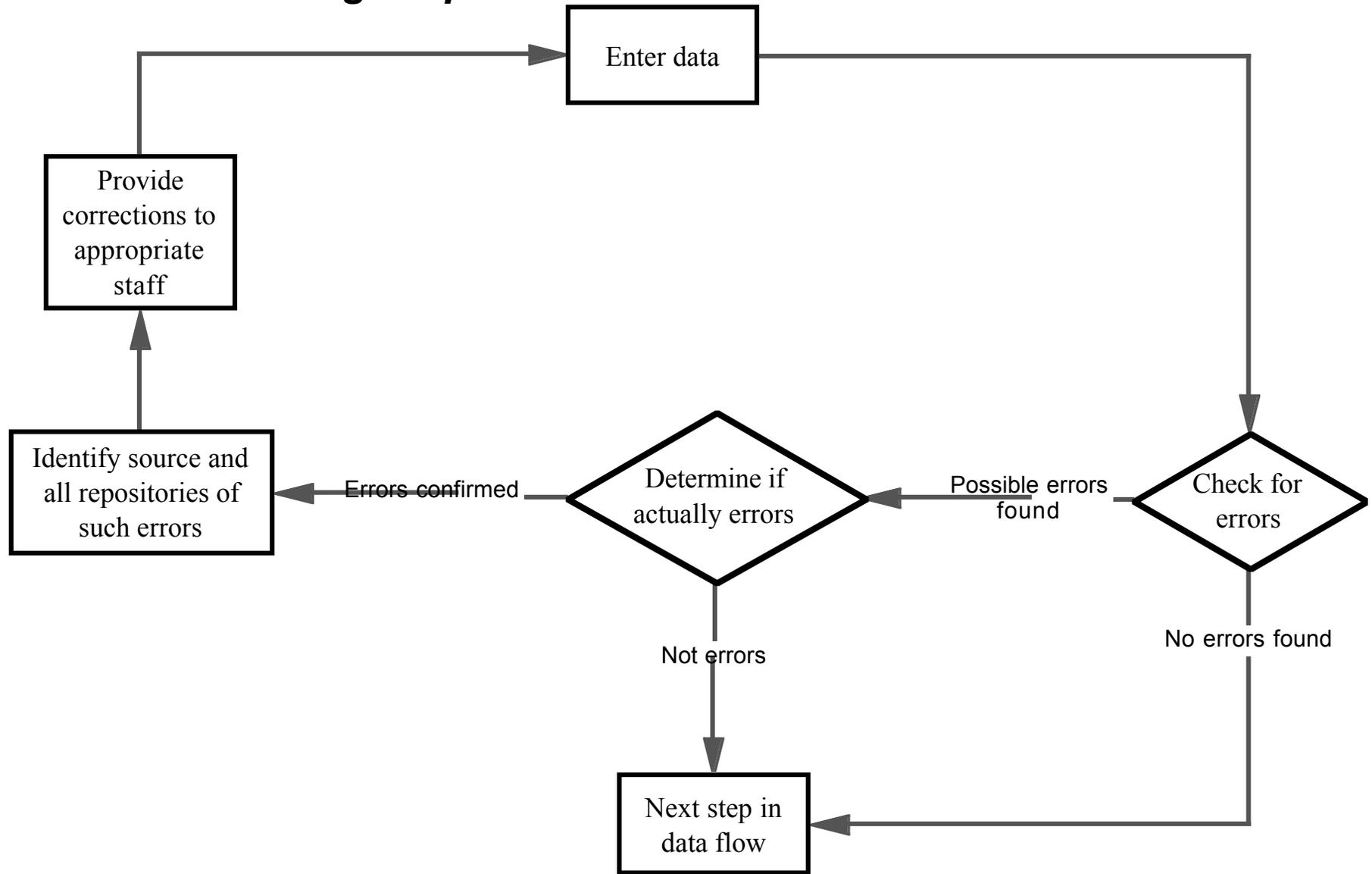
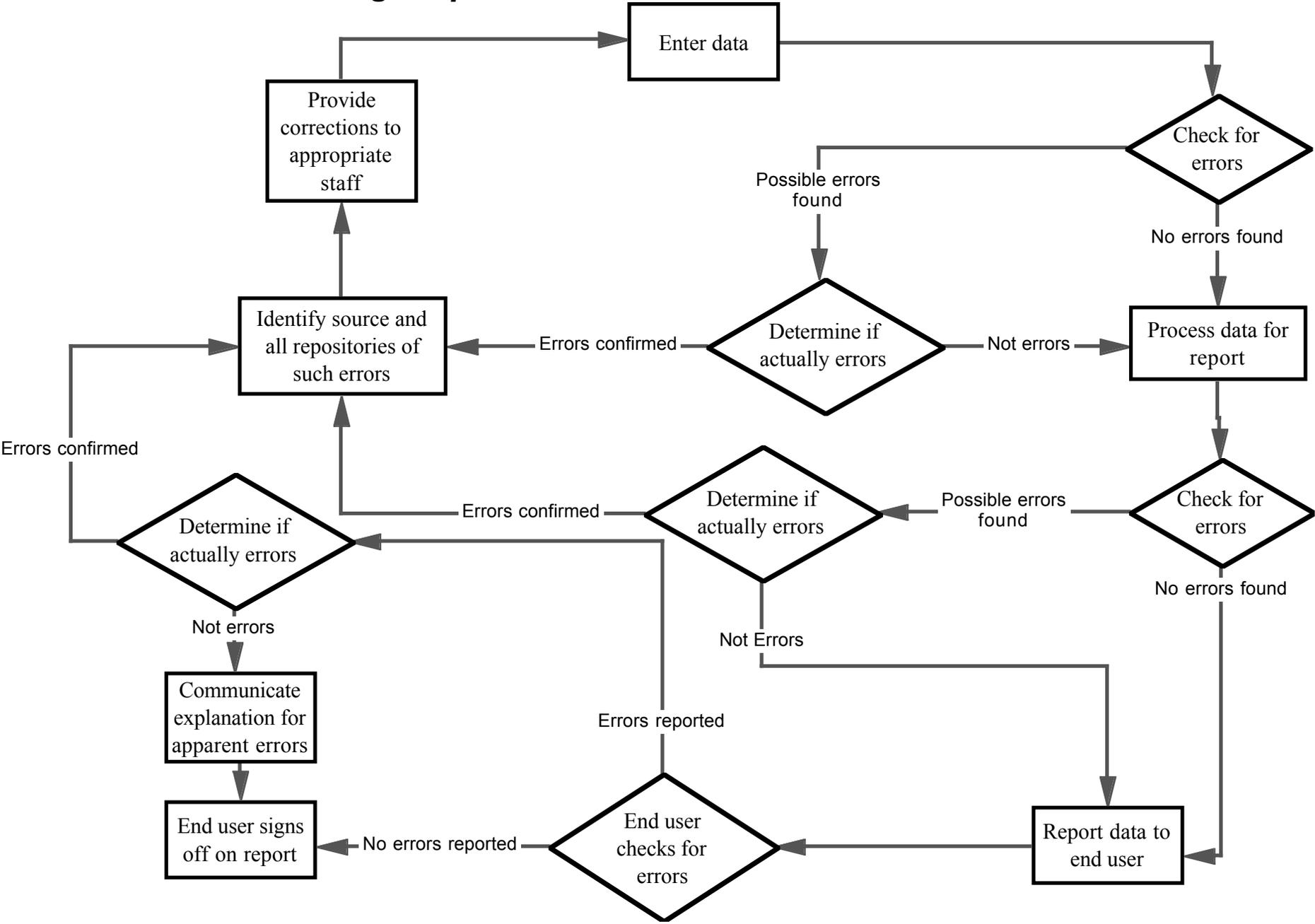


Basic Data Validating Steps

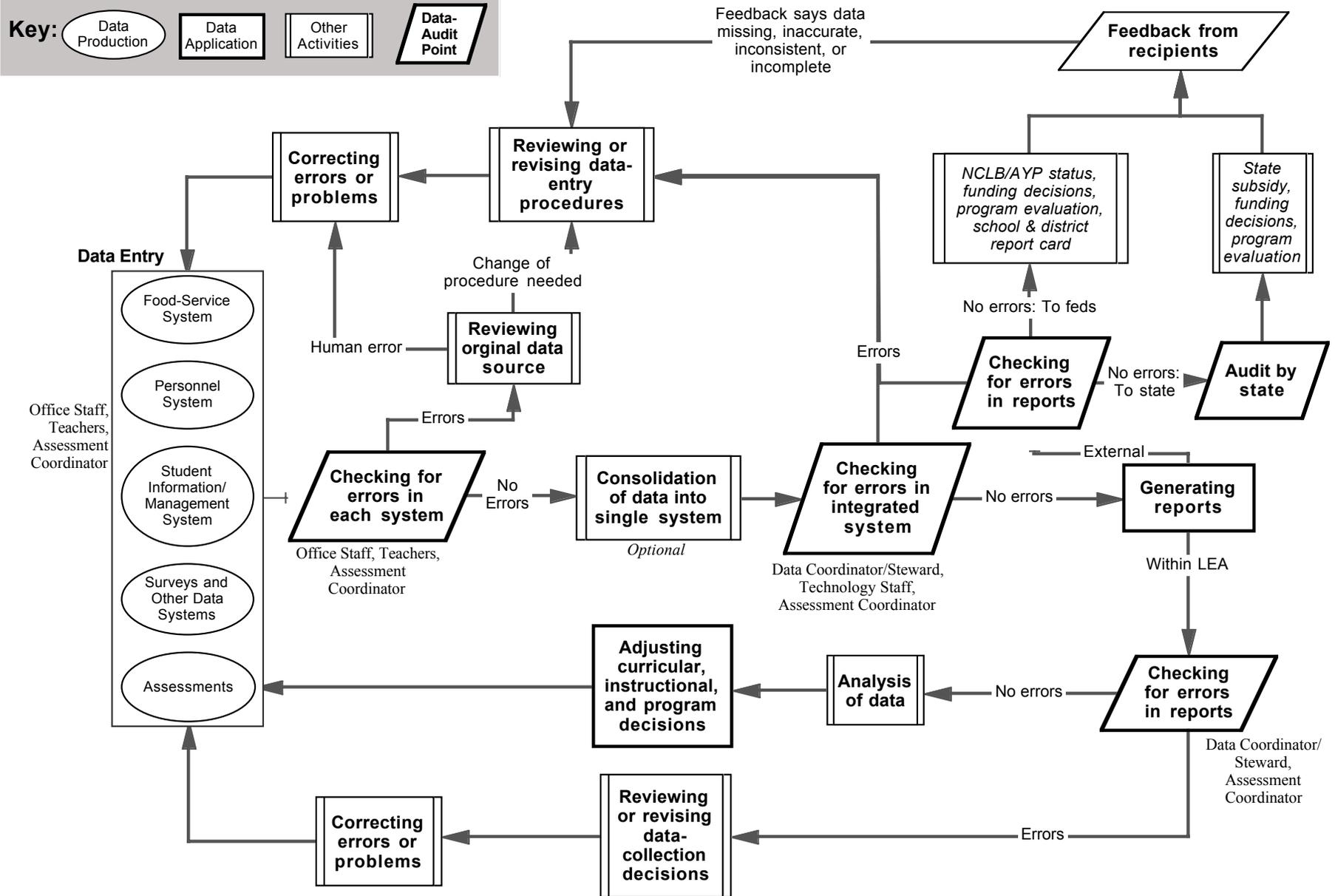


Repeat as needed

Basic Data Auditing Steps



Detailed Data Auditing Steps



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.