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 (NCES). Publications of the Forum do not undergo the same formal review required for products of NCES. The information and opinions published here are those of the National Forum on Education Statistics and do not necessarily represent the policy or views of the U.S. Department of Education or the National Center for Education Statistics.

Credits


Data Entry Issues
Physical Environment

- Ergonomics
- Furniture placement
- Work space
- Access to technology
- Security

Tools

- Data dictionary: the data elements collected and tracked by a system

Tools

- Data entry guidelines: non-technical summaries of rules, standards, and procedures
Types of Business Rules

- **Decision rule**: defines the criteria for making a specific decision
- **Process rule**: defines the steps for entering, verifying, or correcting data
- **Edit**: rule programmed into data system to limit data entry errors

Sample Business Rules

- **Study guide – Sample Business Rules**
  - If student grade level is X, student must be between the ages of A and B.
  - When a student withdraws, enter the withdrawal date in the student database and the withdrawal report form.
A student must have a 2.0 cumulative GPA to participate in sports.