Data Element Description

District: _____

Using the following form, write a complete data dictionary entry for any of the following data elements: student first name, student address, student lunch status, staff Social Security Number, student ID.

Items	*Entry*
Data element name	
Definition	
Format (text vs. numeric)	
Size	
Authoritative source (system or form)	
Usage	
Confidentiality source	
Authority to Collect (e.g., legislation)	
Business Rules Valid codes	
Code range	
Referential integrity checks	
Timeline for collection	
Time to report to SEA	
Verification timeline–federal and state	
Time to report to USDOE	
Position responsible/authoritative	
How are data used	

Data Dictionary Basics

Purpose of Data Dictionary

- Standardize format (length, code), definition, and business rules of data elements that align with state, federal, and local requirements.

- Facilitate the appropriate use/collection of data.

- Support the collection and reporting of accurate, consistent, timely data for decisionmaking and conduct of educational and related activities.

- Support and inform the decision process for selecting software packages (such as an SIS).

- Prevent duplicate collection of data elements.

Structure of Data Dictionary

Items	*Example of an Entry*
Data element name	*Birthdate*
Definition	*Month, day, and year student born*
Format (e.g., text vs. numeric)	*Numeric (04081974)*
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., KDG > 5 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*