

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

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Sample Data Calendar

Deadline	Item	Responsible Staff	Data Source	Data Reported To
End of Year				
June 23-27	Roll over student enrollment, registration, and scheduling data to next year	SIS Specialist	Student Information System (SIS)	N/A
July 23	Final end-of-year attendance, discipline, GPA reports sorted by grade level and building	Data Coordinator	SIS	Administrative Team
New Year				
June 23-July 13	Enroll new students and enter into SIS	Building Secretaries	Parents	
August 10-23	Enter additional new students for coming year into SIS	Building Secretaries	Registration Forms (building offices)	
August 13	Run homeroom and classroom rosters	SIS Specialist	SIS	Teachers
August 20	Roster corrections submitted	Data Coordinator	Principals	
August 23	Roster corrections entered into SIS	Building Secretaries	Principals	
August 26	School Starts			
August 26-September 12	Drop/Add period			
August 30-September 18	Enter secondary schedule changes, additional new students, and withdrawals into SIS	Building Secretaries	Drop Add Forms (from guidance offices), Registration/Withdrawal Forms (from building offices)	



Designing a Data Calendar

Planning the Data Calendar

Factors to Account for

Harvesting Information



National Forum of Educators-Statisticians

Getting Started



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