



Checklist of Crisis Data Management Tasks and Activities

There are many operational tasks necessary to effectively plan for and respond to crises that cause the disruption of school-level activities and may temporarily or permanently displace students. The following list of activities can assist state and local education agencies (SEAs and LEAs) as they create a new or improve an existing disaster recovery plan. This list is not exhaustive or prescriptive, and agencies should modify the tasks and activities in this process to best meet their needs.

Before a Crisis

- √ Establish a disaster recovery team
- √ Assess existing data systems
- √ Review federal, state, and local data policies and procedures
- √ Review the frequency and timing of data collections
- √ Implement placeholders for displaced student data elements
- √ Maintain data elements, including basic data elements from the student information system, basic data elements from other systems, and information for the Federal Emergency Management Agency (FEMA)
- √ Maintain communication between states, districts, and schools
- √ Provide training

During a Crisis

- √ Declare a crisis
- √ Develop a response
- √ Maintain communication between states, districts, and schools
- √ Assess existing data systems
- √ Retrieve and restore lost data
- √ Communicate guidance and initiate the use of crisis indicators
- √ Share data and broker data exchange

After a Crisis

- √ Maintain communication between states, districts, and schools
- √ Continue ongoing data sharing
- √ Report data to federal and state agencies
- √ Support student progression and attainment
- √ Discontinue temporary data systems
- √ Evaluate crisis response activities