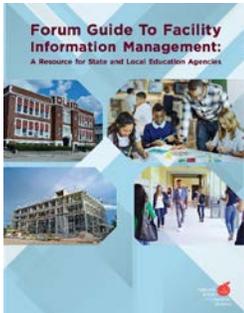


Publication Summary

Forum Guide to Facility Information Management: A Resource for State and Local Education Agencies



School facility data matter because school facilities matter. They serve as the setting for teaching and learning; affect the safety, health, and comfort of students and school staff; and have a direct and tangible impact on the environment and the economic development of communities. Facility data are critical to all aspects of facilities stewardship—planning, acquisition and disposal, construction, alteration, maintenance, and operations—and are needed by a wide range of stakeholders who require accurate, timely, complete, and comparable data about the status and condition of school facilities.

The National Forum on Education Statistics (Forum) developed the *Forum Guide to Facility Information Management: A Resource for State and Local Education Agencies* to help state and local education agencies plan, design, build, use, and improve their facility information systems. This resource builds upon the 2012 Forum publication *Forum Guide to Facilities Information Management: A Resource for State and Local Education Agencies*. It is intended for staff in federal, state, and local education agencies who use facility data for planning, funding, maintaining, or managing school buildings, as well as people who plan and design facility information systems.

The guide is organized into the following chapters and appendices:

- **Chapter 1: Why School Facility Data Matter** reviews why school facility data are important to states, localities, and the education community for a host of critical functions, including facility planning, acquisition, construction, alteration, maintenance, and operations (including decommissioning and disposal).
- **Chapter 2: Planning Facility Information Systems** recommends a five-step process that an education agency can undertake to design and develop a robust facility information system around policy goals, objectives, and indicators.
- **Chapter 3: Measures of School Facility Quality** discusses commonly recognized measures that apply to policy goals, objectives, and indicators related to facility condition, adequacy of design, utilization, the natural environment, and health and wellness.
- **Chapter 4: School Facility and Site Data Elements** describes a logical approach to organizing school facility and site data elements associated with facility identification, condition, design, utilization, management, and budget and finance—including a link to the Common Education Data Standards (CEDS) initiative (<https://ceds.ed.gov/>), which is a common vocabulary, data model, and suite of implementation tools to help education stakeholders understand and use comparable education data.
- **Appendix A: Recommendations for Decommissioning a Facility** contains a list, created by the Saint Louis Public Schools (MO), of steps that need to be taken to decommission a facility.

The *Forum Guide to Facility Information Management* is a product of the National Forum on Education Statistics and is available on the Forum website at https://nces.ed.gov/forum/pub_2018156.asp. The information and opinions published in the guide are the product of the National Forum on Education Statistics and do not necessarily represent the policies or views of the U.S. Department of Education, Institute of Education Sciences, or National Center for Education Statistics.