



Crisis Data Management: A Forum Guide to Collecting and Managing Data about Displaced Students

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Floods, fires, epidemics, ice storms, chemical spills, etc. ... these extreme events can have a substantial effect on communities, schools, and students. When a crisis shuts down a school building or otherwise disrupts the education system, educators must be prepared to respond in a manner that quickly provides a safe and stable learning environment for students. These crises can happen anywhere and widespread crises, such as Hurricane Katrina in 2005, can impact schools and districts all over the country.

The immediate demand for data about students displaced by Hurricanes Katrina and Rita was overwhelming for many school districts that gained or lost students because of the disasters. *Crisis Data Management: A Forum Guide to Collecting and Managing Data about Displaced Students* provides recommendations for collecting and maintaining data about students displaced by such a crisis, whether they are moving in or out of your organization. The document includes guidelines that can be used by elementary and secondary education agencies to establish policies and procedures for collecting and managing education data before, during, and after a crisis. Specifically, this guide focuses on data system planning activities intended to minimize the impact of a crisis and preserve or restore business continuity (i.e., providing educational services to students) during and following a crisis. It is not presented as a comprehensive disaster recovery planning tool, nor does it address all aspects of crisis response.

The guide begins by defining the terms "crisis" and "displaced student" and discusses key issues including the sharing individual student data in a timely manner within and between states. It then recommends planning activities to help education organizations prepare for a crisis, including issues such as the formation of a disaster recovery team, assessment of existing data systems, implementation of displaced student placeholders, and maintenance of related data. The document also offers guidance regarding the collection and dissemination of data about displaced students during a crisis, including the crisis declaration and subsequent data collection and exchange efforts. And, for the period following a crisis, the guide describes effective data reporting and evaluation, which includes ongoing data sharing, state and federal reporting, auditing expectations, suspension or termination of temporary systems, and process evaluations. Several special challenges related to managing data about displaced students are also identified, including implications of statewide student information systems, the need for unique statewide student identifiers, the timing of the crisis, and the implementation of displacement status records. A timeline for action is also included to help organize agency efforts.

This publication is available electronically at <http://nces.ed.gov/forum>. Instructions for ordering print copies are also available on the National Forum on Education Statistics website.

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