



Quality Data: The Role of the Principal

Responsibility

As the chief instructional leader, you are ultimately responsible for data collection and reporting in the school. You have the responsibility to report data as accurately as possible.

Things to Think About

- How do you and your staff use data to measure student achievement?
- When you place your signature on a report, how certain are you that the data are correct?
- What data are collected in your school?
- What can you and your staff do to produce quality data?

Things to Do

- Check reports for accuracy and reasonableness before "signing off" and sending to the district.
- With staff, periodically spot-check source documents against data entered to ensure that required data (e.g., medical information) are actually being entered.
- Ensure that your staff have access to appropriate technology tools.
- Stay current by attending meetings and training about data requirements.
- Provide district data personnel with recommendations for improvements in data collection procedures.
- Allow and encourage staff to attend training in their areas of expertise.
- Consider using a variety of training strategies, including the "train-the-trainer" model, where necessary.
- Work with your staff and the district to develop and use standard procedures for data entry and reporting.
- Provide trained staff to back up data entry personnel during peak periods (enrollment, scheduling, etc.).
- Understand and communicate laws and regulations that affect data at your school (e.g., the Family Educational Rights and Privacy Act of 1974 [FERPA] and the Health Insurance Portability and Accountability Act of 1996 [HIPAA]).
- Support and monitor district data security policies and procedures.
- Encourage the use of data to make daily instructional decisions.
- Provide an environment conducive to accurate data entry.
- Develop a calendar for data reporting deadlines.

Outcomes (What's in it for me?)

You have many diverse responsibilities within your school; among these is the responsibility to ensure that what is happening at your school is accurately reflected in the data. It will take time and effort to develop a Culture of Quality Data within your school. By helping staff to understand the importance of data entry and data collection, as described above, the quality of instructional and operational decisions will improve.