

Staff Data Handbook: Elementary, Secondary, and Early Childhood Education

The *Staff Data Handbook* is a communication tool for promoting a standard vocabulary of education data terms that *could* be maintained for individual staff members in an educational institution. It contains data terms, definitions, code lists, and recommended field lengths for various types of data but is not, in itself, a data collection instrument or an administrative records system.

The handbook is intended as a reference document for public education agencies, public and private schools, early childhood centers, and other educational institutions as they develop appropriate, cost-effective, and efficient administrative records systems. All terms and recommendations must therefore be interpreted and applied according to local, state, and Federal reporting requirements.

The document does not contain any actual data, nor does it reflect any type of Federal data maintenance mandate.

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In addition to the *Staff Data Handbook*, a related resource, the *Student Data Handbook: Elementary, Secondary, and Early Childhood Education*, is also available on line at:

<http://nces.ed.gov/pubs94/studenthb/index.htm>

