**Beginning of Year—Data Verification**

**Plan, Review and Update**

* Have a goal-setting meeting with District Administration
* Determine PD needs for data tools (COGNOS, SMS, IEP Direct, RTIm Direct, PD System, RTI/Assessment Tools)
* Determine PD needs for Test Scoring
* Determine PD needs clerical staff based upon system/data warehouse updates
	+ Registration
	+ TSDL – Teacher/Course Reporting
	+ Program Service Records
* Verify School Location Table
* Review Data Source Matrix
* Review Data Responsibility Guide
* Start Data Verification Guide (binder or electronically)
* Review SED data requirements/changes, update data verification process
* Plan Data Verification Team meetings and agendas

**Data Dashboards/Data Collection**

* Consult District and Building improvement plans. Meet with administration to discuss data they will need to carry out and monitor their plan.

**Data Facilitation**

* Think through growth/PD needs for data teams, grade-level teams, etc.
* Set up logistics for data teams (rooms, schedules, agendas, etc)

**Demographic, Enrollment, Program Service, Discipline Data Verification & Entry**

* Check on August grads, summer school enrollments, and roll over in SMS. Make sure 12th graders with EOY exit status are enrolled properly.
* Check to see if 12th grade dropouts are exited before the end of the year. After rollover, check to make sure no 12th grade dropouts rolled over as grads.
* Verify that only students who are eligible to graduate are enrolled in grade 12.
* Check 8th grade repeating students, verify no enter grade 9 date
* Run a list of students at each grade level from SMS or use COGNOS Summary and Validation Reports once the school year data is loaded.
	+ Check demographics, program facts, ethnicity, and poverty
		- Grade 9 Entry date
		- LEP: Student detail screen
		- Homeless Students
		- GED: Continue in program, pass exam—check monthly
	+ Filter and compare student status codes with grades, enrollment in and out codes and school location numbers.
		- GED
		- Homeschooled
		- CPSE
		- CSE Responsibility only
		- Verify foreign exchange students
		- Census only students
		- Inquire long-term homebound
	+ Check on Out of District Placements to make sure their enrollments are accurate.

**Review Discipline Tracking Processes**

* + Check up on students with 5, 10, 15, 20 day absences
		- Check to see if student has entered a GED program, moved to another district
		- Keep running record of students who have left district
	+ Make sure that all parties are coding in-school, out-of-school suspensions correctly in SMS and IEP Direct
* Get summer school attendance lists from administration, report students participating in a summer school program of 20 hours or more
* If targeted assistance, request list of students receiving Title 1 services to verify accurate reporting
* Get LEP student lists from ESL teachers, establish for procedures to enter program service records (see LEP tracking chart)

**Special Education Verification**

* Download a list of NYSAA students
	+ Check the age ranges for testing to make sure they are being assessed in the correct level.
	+ Check in the SMS to see if they are in the correct grade level (ungraded elementary/ungraded secondary).
	+ Verify ungraded secondary students’ “enter grade nine” date
* Check to see that all PS transition students from prior year rolled up or were placed correctly in the SMS (have a line for the new school year) and are showing up on the Fall Snapshot.

**Teacher/Course Reporting**

* Enter unique teacher IDs into SMS
* Map courses to State Course Codes

**Data Analysis (BARS/Custom Reporting)**

* Prepare data analysis performance and content strand trend graphs for building and grade level reflective conversations
* Prepare class performance/ item gap analysis data for teachers to reflect on last year’s instruction and adjust their curriculum maps accordingly
* Prepare incoming-student data for teachers (classroom teachers/intervention teachers/special education teachers).
* Run class list reports for next year’s teachers

**BEDS Day—Data Verification**

* Download a list of students from each building at each grade level from the SMS
* Don’t enter or exit any student on that day. Use either the day before or the day after.
* Update demographic trend data and provide to administrators
* Verify UPK students and update UPK Program and UPK Setting program service records

**Staff Files—Data Verification**

* Download a list of staff from each building at each grade level from the FMS
* Verify roll over items in FMS and update non-rollover items
* Update new hire data and provide to administrators for TEACH ID
* **Missing staff** from Staff Snapshot, Staff Tenure, Staff Assignment and Staff Evaluation check

**November-December Data Verification**

**Assessment Verification**

* Check to see if new courses are correctly linked to Regents exams.
* Verify August Regents Assessment Fact Data
* January Regents order template to be completed in ASAP
* NYSAA Validation – Testing in process?

**State Reporting**

* Special Education Verification
	+ PD System Reports to Review – VR1-6 – District Reports
		- Pre-School Reports
		- School Age Reports
	+ PD System Reports to Review – VR 7-9 Provider Reports
		- October Verification Reports
		- Included/Excluded Reports
* L2RPT Reports to Review
	+ BEDS Day Enrollment
		- Certification Signoff on SIRS – 316 – est. to be Jan
		- Certification Signoff on all other BEDS – est. to be early Jan

**January Data Verification**

**Demographics and Enrollment**

* Kindergarten projections
* January graduates
* Cognos Tested/Not Tested Report – all students will be listed as “untested” but you can use this report to verify enrollment and demographic information including gender, race/ethnicity, LEP Status, SWD status, and NYSAA eligibility.