



## 2013-14 CRDC Planning Checklist

- Identify Principal Contact Person ( PCP)
- Make sure PCP contact information is up to date in the Advance Website
- Review School list in the Advance Website – make corrections as necessary
- Review data elements needed for collection
- Identify source of data for each section in the CRDC
- Identify person in the LEA that is responsible for that data – the person who knows it well, understands the data, understands the content of the data ( Content person)
- Content Person reviews data definitions in CRDC and compare to the data definitions in the LEA system. PCP and content persons coordinate answers to questions such as; will LEA data meet requirements of the CRDC? If not, what must be done to get the needed data?
- PCP coordinates with content persons to determine when the data available or ready.
- If it is in a data system, where is it stored? Who can access the data?
- Are there transformations that need to be done on the data to get it in the correct format to report?
- Does the data have to be compiled? How will that be done? If using the pre-collection tool, who is responsible for each section?
  - a. Begin to populate the pre-collection tool
  - b. Once pre-collection tool is populated, review data for the entire submission
  - c. Is there anyone who needs to sign off?
- If pulling an extract from your student information system, pull extract



- a. Check to make sure data is in the correct format (.csv) and data element headers (link) are included.
  - b. Review the extracted data. Spot check schools and data elements to ensure the information extracted from the student information system accurately depicts the school. This is especially important for vendor tools that may not have been updated between the 2011-12 and 2013-14 collection.
  - c. If some data cannot be extracted from SIS determine how to get the data ( use mini-excel templates)
- When the collection opens, submit the data
  - Review Errors and Warnings. Resolve all errors, review all warnings.
  - Certify Data