

**CSI Data Submissions Plan Template**

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# Instructions

* In collaboration with applicable school staff, please complete this document template using the prompts and specific questions provided.
* This document will then serve as your Data Submissions Plan outlining the people, practices, and processes used to fulfill state and federal data collections.
* This document is designed to be an internal reference guide and an onboarding and training tool for your staff as well as a point of reference for CSI.
* The document will need to be updated as necessary if systems, processes, or roles associated with data submissions change.

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| School Name:  |
| Section 1: Collection Prep |
| System Prep |
|  | SIS | IEP Management | HR |
| Who at your school is responsible for ensuring your student information system has the **appropriate set up** for state reporting at the beginning of the school year (and as updates need to be made)? *If a different position/person is responsible for different areas of the SIS, please list that out.* |  |  |  |
| Who at your school is responsible for ensuring your staff have received the **appropriate access** to data in alignment with student/staff privacy requirements? *If a different position/person is responsible for different areas of the SIS, please list that out.* |  |  |  |
| Who at your school is responsible for ensuring your staff have received the **appropriate training** for entering reportable data (ex: attendance, grades)? *If a different position/person is responsible for different areas of the SIS, please list that out.* |  |  |  |
| Data Prep |
| Who is responsible for ensuring your **student paperwork** (ex: registration paperwork) aligns with data required for data collections? |  |
| Who is responsible for ensuring your **staff paperwork** (ex: new hire paperwork, annual staff salary, contract days, assignments) aligns with data necessary for data collections?  |  |
| Who is responsible for **ensuring English Learner (EL) designations have been appropriately updated** based on a body of evidence by the beginning of each school year? |  |
| Who is responsible for ensuring **Special Education students** are regularly and appropriately identified within necessary fields in the SIS? |  |

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| Section 2: Data Collection, Entry, and Initial Review Process |
| Data Collection |
| What **system** is being used to record and extract each type of data for state reporting? *Note: Schools are expected to use a system to house student data and special education IEP data and the system should align to state reporting requirements. Schools have flexibility in the system used to record staff data.* | **Student Demographics/Enrollment**  [ ] Infinite Campus [ ]  PowerSchool [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_**Special Education IEP**[ ]  Infinite Campus [ ]  Alpine Achievement [ ]  Enrich**Staff Demographics/Assignments**[ ]  Excel (Starting point file) [ ]  Spreadsheet (blank) [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Who is responsible for **identifying those needing unique state IDs** and making requests through CSI’s process? *Note: Schools may want to ensure alignment with expectations of their School Food Authority, if applicable. For example, for schools using the CSI SFA, it is expected that requests for SASIDs be made within 48 hours of identifying students without SASIDs.*   | **SASIDs:****EDIDs:** |
| **How often will this person be checking** for those without unique IDs and ensure all received IDs have been input into the appropriate system in a timely matter?*Note: Schools may want to ensure alignment with expectations of their School Food Authority, if applicable. For example, for schools using the CSI SFA, it is expected that SASIDs are updated in the system within 48 hours of receipt.*   | **SASIDs:****EDIDs:** |
| **Data Entry & Update** |
| Who is **responsible for entering (or managing the import of)** the following types of data into the system? *If the content of data determines the person/role responsible, please list that out.* | **Student Demographics/Enrollment:** [ ]  manual entry [ ]  online registration import/sync**FRL Status:** [ ]  manual entry [ ]  import**Special Education IEP:** **Staff Demographics/Assignments:****Discipline Incidents:** |
| What is the expectation for **how regularly (daily, weekly) data should be updated** in the system as updated information is provided?*Note: Data is expected to be updated on a regular basis throughout the school year and as data is updated. As schools receive error reports, it is expected they are updating data as appropriate to resolve errors before resubmitting files to CSI.* | **Student Demographics/Enrollment:** **FRL Status:****Special Education IEP:** **Staff Demographics/Assignments:****Discipline Incidents:** |
| **Internal Review Process** |
| **Who are the content-experts responsible for reviewing** the following types of data within the system? *Note: School content-experts are expected to review data:** *prior to submission to CSI,*
* *regularly throughout the collection (and preferably prior to error clearance deadlines), and*
* *during the summary certification process.*
 | **Student Data****English Learner:****Gifted & Talented:****Special Education:****Homeless:****Migrant:****Free- and Reduced-Price Lunch:****Title I:****Postsecondary:****Graduation Guidelines:****Entry/Exit Dates/Codes:****Count of Students:****Discipline:****Attendance****Funding Status:****Student Schedules:****IEP Data****Caseload:****Staff Data****Job Assignments:****Contract Dates:****Salaries/Wages:****In-Field Statuses:** |

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| Section 3: File Extraction and Submission to CSI |
| Who is responsible for **extracting files** from the system? | **Student:****Special Education IEP:****Staff:** |
| Who is responsible for **submitting files** to CSI (through FileZilla)? | **Student:****Special Education IEP:****Staff:** |
| Section 4: Troubleshoot and Resolve Data Errors |
| Who is responsible for **sharing errors / error reports with school content experts**? |  |
| Who is responsible for **reviewing errors and making updates as appropriate** in the system? *If the content of data determines the person/role responsible, please list that out.* |  |
| Who is responsible for **communicating with the data submissions contact** when updates have been made?  *If the content of data determines the person/role responsible, please list that out.* |  |
| Section 5: Review and Certify Data |
| Who is responsible for **reviewing the various types of content** included in data collections and Summary Reports? *Note: It is expected that content-experts are reviewing data thoroughly at this stage. For example, EL Coordinators should ensure:** *any students that should have an EL designation has the appropriate designation*
* *any students that should not have the EL designation do not inappropriately have a designation*
* *designations only change if/when appropriate.*
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