Dear School Data Submissions Contact,

Welcome! We are excited to have you as a Data Submissions Contact for your CSI school. This role is crucial in ensuring that your school's data is as complete and accurate as possible, particularly since the data being collected is used by a variety of stakeholders for decisions related to funding, school accountability, improvement planning, as well as law and policy.

We know starting a new role can be overwhelming, so we have attempted to simplify immediate next steps to ensure you understand the data submissions process and your role in it and so you aware of the resources available to you to support you along the way. Whether you are new to the data collection process or have experience with the process from other roles you have assumed, this onboarding plan will give you a strong foundation from which to build.

Tasks to Complete Independently <u>Before</u> You Meet with a CSI Data Team Member

To ensure your meeting is as productive as possible, please be sure to complete each of the following tasks <u>before</u> the meeting. If you have not been able to complete the tasks, it would be best to reschedule the meeting until you have had the opportunity to do so. *Plan to allocate 3-4 hours to complete these tasks.*

- ☐ **Read the [CSI Data Submissions Handbook.](#)**
- ☐ **Watch the [Data Submissions Training Modules](#).**
- ☐ **Review** the current year's **[Data Submissions Calendar](#)**.
- ☐ **Ensure you have access to your school's student information system and plan management system (if the latter is applicable).** Most schools use either PowerSchool or Infinite Campus as their student information system. Most schools use Infinite Campus, Enrich, or Ascend as their plan management system.
- ☐ **Ensure you can access all relevant systems (FileZilla, RITS, EDIS) maintained by CSI.** Please be sure you are able to log into FileZilla as well as RITS and/or EDIS as applicable with the account information CSI will have provided to you.

Related resources for these tasks can be found on the [CSI General Data Submissions Resources](#) page.

Tasks that will be Completed <u>Upon Meeting</u> with a CSI Data Team Member

Once you have completed the independent tasks listed above, it's time to schedule a meeting with a CSI Data Team Member. (In many cases, a member of the CSI Data Team will have already reached out.) *Plan to allocate at least one hour for this meeting.* By the end of this meeting, the following will be accomplished:

- ☐ **Initial questions from your independent preparations will be addressed**
- ☐ **Diving into any topics where additional clarity is needed**

We are excited to work alongside you as you take on this important role for your school!

In partnership,

The CSI Data Submissions Team