



DEPARTMENT OF  
**Education**  
STATE OF MAINE

## Data Quality Certification Program

*Statewide Longitudinal Data System*

2009-2010

# DATA ENTRY STRAND

Data has become one of the driving forces behind current school reform efforts. Recently, there has been a growing awareness that effective teaching, efficient schools, and quality data are linked. The focus of this strand is to enable staff that enters data to create a culture of data quality through effective data policies and procedures.

The purpose of this certification strand is to support staff in:

- Recognizing and utilizing policies and procedures which promote data quality
- Understanding and implementing standards and guidelines for data quality
- Obtaining appropriate training and support for data quality
- Maximizing the use of timelines and calendars to plan for data quality
- Realizing the interdependence of hardware, software, and network resources affecting data quality

The topics discussed include:

- ***The importance of data quality when entering data***
- Use of the Data Standards documents for staff and student data
- Limited use of reports in InfiniteCampus – State Edition (and a spreadsheet application)
- Obtaining and executing data collection, reporting, and validation procedures and guidelines
- Obtaining professional development to support ongoing collection and reporting
- Use of a state-wide as well as local data calendar
- Understanding the data entry environment, both physically and electronically

This strand is designed to meet the needs of:

- School, guidance, and district secretaries
- Registrars
- Data stewards
- ... and similar roles that fulfill these duties



**Entry**

For questions and further information, please contact:

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*Contact hours  
and CEUs will  
be available.*