



Statewide Longitudinal Data System

2009-2010

Maine SLDS Data Quality Training

° Just-In-Time °

*Policies, Procedures,
Communication*

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Staying informed

- Staying informed about updates, changes, and new items is important for data quality. In general, you'll need to know:
 - Reporting policies
 - Reporting procedures
 - Where to get deadlines
 - Where to get information about the collections



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Reporting Policies

- Use administrative and informational letters to learn what the policy is for a particular collection. For example:

"If this report is not submitted by September **WHEN** assumed that the information in the web-based Special Education Tuition & Board Report (EF-S-07) is correct and your subsidy for 2009-10 will be based on the amount indicated (zero if no amounts have been reported). **CONSEQUENCE** 09 web-based Special Education Tuition & Board Report (EF-S-07) for special education students that were in approved out-of-district placements during the 2008-09 school year." **WHAT**
- Many times, requirements exist in [law](#).



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Reporting Procedures

- Use administrative and informational letters to about reporting procedures
- “Students who have exited special education services during the 2008-2009 school year need to have their special education program exited. To exit students from special education, go into the student’s enrollment record, scroll down to the special education section, leave the special education flag as Y, fill in exit reason and exit date. Please also fill in special education setting and other data if they are not already filled in...”



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Review the data standards

<http://www.maine.gov/education/medms/XMLlinks2Stage.htm>

- Student Standards
- Staff Standards (MEDMS)
- Staff Standards (Infinite Campus)



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Where to get deadlines

- Use administrative and informational letters:
<http://www.maine.gov/education/edletrs>
- Use the data calendar:
<http://www.maine.gov/education/medms/Data%20Calendar%2009-10.pdf>
- Use the administrative calendar:
<http://www.maine.gov/education/forms/forms.htm>
- Use the blog: <http://medms.wordpress.com>



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Where to get additional information about the collections

- The MEDMS webpage:
 - <http://www.maine.gov/education/medms>
 - Codes and IDs
 - CSV, XML Upload Format and Schemas (and standards!)
 - Financial System
 - Staff
 - Student



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Session Evaluation

- Who's here?
- Thank you for joining us!
- Please take a few minutes to complete the evaluation of this session.
- "Questionnaire" in the DQ Training System (<http://moodle.slds.me>)



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