



Statewide Longitudinal Data System

2009-2010

Maine SLDS Data Quality Training

° Just-In-Time °

*Special Education Data in
Enrollments*

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With me today:

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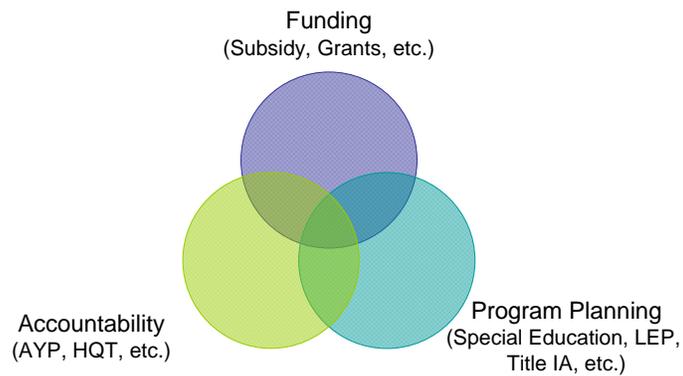
Session Agenda

- Why is quality data important?
- Security Necessary
- Entering Special Education Data
- Verifying Enrollments
- Wrap-up



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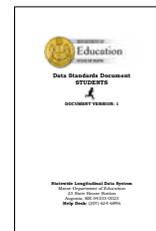
Data is used for many purposes!



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Data Standards Documents

- When determining the accuracy of your data, please refer to the Data Standards Document:
- <http://www.maine.gov/education/medms/XMLlinks2Stage.htm>



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Security Roles Necessary

- Access to enter/modify/view student enrollments, as well as different reports/downloads, depends on your account permissions
- Check with your local system administrator to check on your permissions



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Entering Spec. Ed. Data

- Manual Entry – ICSE
- Import – ICSE: accomplished via file uploads – for more information visit:
<http://www.maine.gov/education/medms/XMLlinks2Stage.htm>



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Verifying Student Data

- Reports will download in Excel format
- Some reports are at the unit level, while others are at the school level



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Verifying Student Data

- Attending Student Download
- December 1 Special Education Students
- Special Ed Exit Report
 - How the UI affects this report



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Using Excel to Verify Your Data

- Select the row with column headings
 - Select:
 - Data>Filter>AutoFilter
 - Use the menus to
 - » sort
 - » select
 - » Exclude
- Format>Column>Hide
- Window>Freeze Panes (freezes row/clmn hdg)



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Where to get information about the collections

- Use administrative and informational letters:
<http://www.maine.gov/education/edlets>
- The MEDMS webpage:
 - <http://www.maine.gov/education/medms/>
- The blog: <http://medms.wordpress.com>
- Maine SLDS on Twitter:
 - <http://www.twitter.com/maineslds>



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Session Evaluation

- Thank you for joining us!
- Please take a few minutes to complete the evaluation of this session.
- “Webinar Evaluation” in the DQ Training System (<http://moodle.slds.me>)



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