

# **Margaretta Local Schools**

## **Margaretta Local Schools Policies, Practices, and Procedures for Data Management and Reporting**

### **1. Education Management Information System (EMIS) Reporting**

- The Margaretta Local Schools shall utilize a secure and reliable student information system to store, manage, and report educational data.
- Routine system audits shall be conducted to ensure data integrity and system functionality.
- Data validation tools, such as EMIS crosscheck, shall be implemented to minimize reporting errors.
- Staff shall receive ongoing training on EMIS updates and best practices.

### **2. Submission of Data to the Department**

- Margaretta Local Schools shall submit data to the Department in compliance with Rule 3301-14-01 of the Administrative Code and the data reporting requirements under 20 U.S.C. 1418.
- Data submission schedules shall be followed as outlined by the Department to ensure compliance with reporting deadlines.
- Verification procedures shall be in place to ensure data accuracy before submission.

### **3. Procedures for Collecting, Transferring, and Reporting Data**

- Data shall be collected through standardized forms and electronic entry within Progress Book.
- Reports generated in accordance with divisions (A)(2) and (D) of section 3301.0714 of the Revised Code shall be reviewed for submission errors. Errors will be corrected in the student information system or processing of information.
- Student data is expected to be submitted at least once a week and more often as needed. Staff data is expected to be submitted at least twice a month and more often as needed. Assessment data is expected to be submitted as soon as test data has been received and as often as needed to update new information until the collection is closed.

### **4. Security, Privacy, and Retention of School District Data Records**

- Data shall be stored in secure environments with access controls to prevent unauthorized access.
- Personally identifiable student information, including social security numbers, shall not be used in data releases.
- Data retention policies shall comply with section 3301.0714 of the Revised Code and include regular review and disposal of outdated records.

### **5. Procedures for Compiling Data**

- Data compilation shall follow divisions (A)(3) and (E) of section 3301.0714 of the Revised Code.

- Automated data aggregation tools shall be used to enhance accuracy and efficiency.
- Cross-verification measures shall be in place to ensure consistency across data sources.

## **6. Annual Public Data Reporting**

- Data shall be publicly reported in accordance with divisions (A)(4) and (F) of section 3301.0714 of the Revised Code, as well as sections 3319.32 and 3319.321, and 20 U.S.C. 1232(g).
- Reports shall be made available through the Margareta Local Schools's website and other public communication channels.
- Stakeholders shall have access to relevant data while ensuring compliance with privacy regulations.

## **7. User Access to EMIS Data**

- Access to EMIS data shall be restricted based on user roles and responsibilities within the Student Information System. These roles are assigned by the Technology Coordinator.
- The Technology Coordinator controls multi-factor authentication and access logs shall be implemented to monitor data access.
- Periodic access reviews shall be conducted to ensure compliance with data security policies.

## **8. Internal Reporting Practices and Error Mitigation**

- An internal reporting system shall be maintained to track data submissions and corrections. EMIS data reviews may include reports generated from multiple sources to ensure accuracy and consistency.
  1. Progressbook Analytics Hub
  2. SameGoal
  3. Data Collector Level 1 and Preview reports
  4. EMIS Crosscheck
  5. Data Collector Level 2 reports, General Issues, and Received Files (if applicable)
  6. ODDEX Modules:
    - a. Student Cross Reference
    - b. Graduation, Progress Towards Graduation, Early Warning System
- Reports shall be reviewed for errors and a root cause will be determined based on analysis.
- Revised procedures shall be implemented to prevent recurring data reporting errors.

## **9. Monitoring and Revision of Data Reporting Procedures**

- Margareta Local Schools shall conduct regular audits to review data reporting accuracy.
- Staff training and procedural updates shall be incorporated based on audit findings.

## **10. Reporting Section 504 data**

- Margareta Local Schools will no longer report Section 504 evaluations within Progress Book.
- The district will continue to report annual Section 504 plan compliance within the FD Tab of Progressbook SIS.

- The upcoming evaluation due date for 504's will be maintained on a district spreadsheet to ensure compliance with due dates.

These policies and procedures ensure compliance with state and federal data reporting requirements while maintaining the security and integrity of student information.