**Data Checklist for a Longitudinal EDB**

This is for the SAM to complete as a checklist and to establish what needs to be filled in - target dates for completion of missing EDB data.

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| **Checklist for EDB** | **Demographics up to Date** | **Y/N** | **Comments** |
| **1** | NSN |  |  |
|  | ID |  |  |
|  | Year 9 Cohort |  |  |
|  | Legal names |  |  |
|  | Aka names (if necessary) |  |  |
|  | Gender |  |  |
|  | Ethnicity (level 1 group) |  |  |
|  | DOB |  |  |
|  | Parental occupation |  |  |
|  | Previous school |  |  |
|  | Leaving details |  |  |
|  | ESOL |  |  |
|  | ORRS |  |  |
| **2** | Leavers entered for current year |  |  |
| **3** | New students entered and their demographic data |  |  |
| **4** | NCEA achievement data for previous year  (Provisional or final data?) |  |  |
| **5** | Achievement data for Year 7-10 in current year |  |  |
| **6** | Check that new staff understand their role in data management. |  |  |
| **7** | School processes data entered |  |  |
| **8** | School programmes entered |  |  |

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|  | **Processes** | **Y/N** | **Comments** |
| **1** | Dates set aside in calendar for the following year for data dumps.  If not- establish these. |  |  |
| **2** | Credit trackers being used for students? |  |  |
| **3** | Any changes to enrolment sheets to capture additional fields that were not there before - e.g., Parental occupation |  |  |
| **4** | Who has access to real time student achievement data? |  |  |
| **5** | Where is the data located? |  |  |
| **6** | Has the school a policy about entering all achievement data into the SMS for sharing?  Is it working? How do you know? |  |  |