

## 2020-21 Start of School Checklist for LEA Data Managers

We need your help! Data managers who complete the tasks below will go a long way toward ensuring that OSSE can effectively support a great start to the 2020-21 school year for their LEA. This checklist addresses the items related to data connectivity and data troubleshooting that LEAs must complete to successfully transition for the start of the next school year.

Action	Earliest LEA Can Begin	Final Deadline	Resources & Support
Update points of contacts in eSchoolPLUS	Ongoing	Ongoing	<a href="#">eSchoolPLUS</a> <a href="#">eSchoolPLUS LEA Points of Contact Video</a> <a href="#">eSchoolPLUS LEA Points of Contact User Guide</a> <a href="#">eSchoolPLUS LEA Points of Contact Descriptions</a>
Create 2020-21 school calendar(s) in eSchoolPLUS	Ongoing	45 calendar days prior to start of school	<a href="#">eSchoolPLUS</a> <a href="#">eSchoolPLUS Calendar Creation User Guide</a>
Review <a href="#">2020-21 Early Access to SWDs Qlik application</a>	April 29	Ongoing	<a href="#">2020-21 Early Access to SWDs Qlik application</a>
Review <a href="#">2020-21 Early Access to ELs Qlik application</a>	April 29	Ongoing	<a href="#">2020-21 Early Access to ELs Qlik application</a>
Review <a href="#">2020-21 High School Transition Qlik Application</a>	April 29	Ongoing	<a href="#">2020-21 High School Transition Qlik application</a>
Complete LEA Data Mapping (LDM) tool  If you need a quick reference on how to complete this task, check out our online LDM YouTube training video. Starting July	May 1	45 calendar days prior to start of school	<a href="#">LDM YouTube training video</a> <a href="#">LEA Data Mapping Tool</a> <a href="#">LEA Data Mapping Application</a>

1, the OSSE ADT team will be contacting LEA Data Managers to schedule a 30 minute meeting or call to assist with reviewing the LDM.			
Receive and review 2020-21 LEA Data Collection Template	June 30	Ongoing	<a href="#">2020-21 OSSE LEA Data Collections Template</a>
Update your LEA's SIS with entry and exit codes per the <a href="#">2020-21 Entry and Exit Code Guidance</a>	July 27	13 calendar days prior to start of school	<a href="#">2020-21 Entry and Exit Code Guidance</a>
Update your LEA's SIS with the new fields per the <a href="#">2020-21 OSSE LEA Data Collections Template</a>	June 30	45 calendar days prior to start of school	Submit additional questions through the <a href="#">OSSE Support Tool</a>
Complete Automated Data Transfer (ADT) configuration call with OSSE ADT staff  Beginning July 1, the OSSE ADT team will be contacting LEA Data Managers to schedule a 30 minute meeting or call to assist with completing this task.	July 6	30 calendar days prior to start of school	
Verify data are feeding to SLED accurately using the SLED LEA Feed Management; <u>note that your LEA must be sending its nightly feed to OSSE in order for this to work</u>	July 15	Ongoing	<a href="#">SLED</a> <a href="#">LEA Feed Management (LFM) Guide</a>
Complete LEA Feed Management (LFM) review to identify and resolve data errors that prevent OSSE from pushing LEA data into the state systems  Beginning the week of July 6, the OSSE ADT team will be	July 15	15 calendar days prior to start of school	<a href="#">LEA Feed Management (LFM) Technical Guide</a>

<p>contacting LEA Data Managers to schedule a thirty (30)minute meeting or call to assist with completing the LFM review; <u>note that your LEA must be sending its nightly feed to OSSE in order for this to work.</u></p>			
<p>Complete SLED data review with OSSE staff to ensure your LEA's SIS is connected correctly to OSSE's data system</p> <p>Beginning the week of July 6, the OSSE ADT team will be contacting LEA Data Managers to schedule a thirty (30) minute meeting or call to assist with completing the SLED Data Review</p>	<p>July 15</p>	<p>13 calendar days prior to start of school</p>	<p>Submit additional questions through the <a href="#">OSSE Support Tool</a></p>