

Key Contacts: Critical to the Success of a Data Warehouse Project

Calhoun ISD

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What is the role of the District School Improvement and Technical Key Contacts?

The key contacts are the main district contact for issues that arise within the district (technical/curricular). It is up to the district contacts to establish a system for supporting their district's use of the data warehouse. A suggested method is for process questions (data loading, verification of data, etc.) to be directed to the technical contact and school improvement questions (how to load assessments, create reports, etc.) to be directed to the school improvement contact. District staff should contact the district key contact to help resolve issues.

What is the role of the CISD Key Contact, the School Data Specialist/Programmer?

To assist the district's key contact (personally or by pointing them toward others) in resolving issues already fully researched within their district. The CISD key contact's main focus and point of communication are the district key contacts.

Questions a district key contact could receive and where to begin to find the answers (if answers are not found, the district key contact should contact the CISD Key Contact):

<i>Question from District Staff:</i>	<i>Possible Resolution for Key Contact to explore</i>
Why are there no/incomplete lists of students?	Check your student management system (Zangle/Power School) to be sure: <ul style="list-style-type: none">o Does each student have a UIC (Unique Identifiable Code)?o Has each student has been assigned to the right course(s)?o Are roster files are complete?
Why are students in the wrong classes?	Check your student management system (Zangle/Power School) to be sure: <ul style="list-style-type: none">o Does each student have a UIC (Unique Identifiable Code)?o Has each student has been assigned to the right course(s)?o Are roster files are complete?
Why is demographic information on students incomplete?	Check your student management system to be sure: <ul style="list-style-type: none">o Has all data has been entered accurately?
How do I add a user to Data Director and give them access?	Use the Admin Tools in Data Director (note – teachers may already have accounts if they are in the system) to check and assign permissions.
How do I create/share a report?	Demonstrate the answer one-on-one and conduct regular training sessions for your building principals, school improvement staff, and administration.
How do I get an assessment into Data Director?	Work with your staff to ensure it is an appropriate assessment (ask what school improvement question will the assessment help the building answer?). If so, set up a system that works for you to load the assessment yourself. Additionally, contact CISD's School Improvement Data Coordinator so the CISD knows what assessments are being used by districts – you may find others are loading or needing the same assessment.
How do I get standards into Data Director?	Work with CISD's School Improvement Data Consultant. This is a feature that all districts will need.
How do I use the new and future features of Data Director?	Attend regular key contact meetings as they will always include a section toward the end of the meeting to discuss newer areas/uses of Data Director.