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| --- |
| **State Program Overview:** Describe the organizational structure of the department or agency. Include acronyms, number of districts, how districts are organized, and names of programs. |
|  |
| **Data Systems Overview:** Describe each state data system including function and connections. |
|  |
| **Staff:** Include position title and brief description of responsibilities for all state staff or contractors who are involved with IDEA data.  |
|  |
| **Data System Access/Permissions[[1]](#footnote-1):** Describe who gets access and the process for seeking access to each data system. |
| State Systems/Servers:E*MAPS* and MAX:GRADS360o:ESS and ERS: |
| **Student ID Assignment:** Describe how the system(s) generates student IDs. |
|  |
| **State Definitions:** Document definitions of key terms in your state. These may be state-specific acronyms, state-defined terms, or any terms that may be unfamiliar to new staff members[[2]](#footnote-2). |
|  |
| **Data Governance:** Describe the process for reviewing potential or actual future changes to the data collection and associated requirements. |
|  |
| **Stewardship and Maintenance of Data Processes Protocols:**  Include the person(s) responsible for storing and maintaining completed process documentation. Describe where the protocols are stored and the schedule for revisiting and revision. |
|  |
| **Blank Heading:** Use this row for additional topics. Create new heading rows as needed. |
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1. **Data System Access/Permissions:** Information about federal data systems is available in the Part B Quick References for IDEA Data. [↑](#footnote-ref-1)
2. **State Definitions:** An acronym and abbreviations list is available in the Part B Quick References for IDEA Data. [↑](#footnote-ref-2)