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| **LEA Name:** |  | | |
| **Date:** | |  |
| **Date Updated:** | |  |

## Data Collection Protocol—LEA Landscape

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| LEA Overview: Describe the organizational structure of the LEA. Include acronyms, number of schools, how schools are organized, and names of specific programs. |
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| LEA Data Systems Overview: Describe each LEA data system, including function and connections. Include information on how staff make updates to the systems when requirements change and how various systems interact. |
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| Staff: Include position title, contact information, and a brief description of responsibilities for all LEA staff or contractors who are involved with IDEA data. Specify staff who are members of the data team. |
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| Data System Access and Permissions: Describe who gets access and the process for seeking access to each data system. |
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| Data Entry: Describe how and by whom special education data are entered. What process does the LEA use to collect the data? |
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| Data Submission to State Education Agency: Describe how the LEA submits data to the SEA. Include descriptions of any processes that staff must perform to upload LEA data to the state system. |
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| Student ID Assignment: Describe how the system(s) generates student IDs. Include procedures for resolving student ID problems, such as multiple IDs assigned to one student or one ID assigned to multiple students. |
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| LEA Terms and Definitions: Document definitions of key terms used in the LEA. These may be LEA-specific acronyms, LEA- and state-defined terms, or any terms that may be unfamiliar to new staff members.[[1]](#footnote-2) |
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| Training and Professional Development: Indicate the location of handbook or guidelines. Describe in detail staff training for data use. Include information about ongoing professional development for LEA administrators and staff, site administrators and staff, and teachers and certified staff. |

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| Data Governance: Describe the process for reviewing potential or actual future changes to the data collection and associated requirements. Include timelines and communication plans. |
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| Data Privacy and Confidentiality: Describe or link to documented *Family Educational Rights and Privacy Act* (FERPA) compliance policies, information about training staff, and procedures for monitoring compliance with procedures to safeguard privacy and confidentiality of data. |

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| Other Considerations: Describe how the data team members communicate with each other, including frequency of meetings. |
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| Stewardship and Maintenance of Data Processes Protocols: Include the person(s) responsible for storing and maintaining completed documentation. Describe where the LEA stores the protocols and the schedule for revisiting and revising. |
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| Blank Heading: Use this row for additional topics. Create new heading rows as needed. |
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1. **LEA Terms and Definitions:** Attach the state and LEA acronym and abbreviations list. [↑](#footnote-ref-2)