



Continuing Client Data Request Instructions

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Introduction

Even though the school year is just beginning, it is time to prepare for the next one. Our goal at DecisionInsite is to provide you in a timely way the information you need for budgeting, facilities planning and staffing. These instructions will assist you in knowing what to submit to us. Once the information is received, we will put your district into our production queue.

Annually Required Data

As a continuing DecisionInsite client, only 2 data sets are required, and both can be submitted securely from inside the DI System by a user with a District Admin username and password:

- a. An October snapshot of your active **Student Data File**.

DecisionInsite must receive a current year student data file that reflects an October snapshot of district enrollment. **Appendix B** describes the required data fields, specified field names and format for the student data file. **Appendix B** is accessible online at:

<http://decisioninsite.com/wp-content/uploads/2014/04/AppendixBforDataRequestInstructions.pdf>

- b. An annual update of the **Critical Circumstances Survey**.

This survey can typically be completed in 10 minutes, and is essential for the generation of accurate enrollment projections. The survey can be completed and submitted online from inside the DI System by a user with a District Admin username and password. Go to Admin > Annual Critical Circumstances Survey. Complete the survey, and click on Submit only once. A copy of your completed survey will be returned to you via email.

Other Data

Other data files that may apply to continuing clients are described in **Appendix A**. Subsections of **Appendix A** describe the essential data and information in more detail, and are designed to be forwarded to those responsible for preparing and forwarding the information. **Appendix A** is accessible online at: <http://decisioninsite.com/wp-content/uploads/2014/04/AppendixAForDataRequestInstructions.pdf>

[Note that some sections of **Appendix A** are applicable only to new DecisionInsite clients.]

Appendix A: District Data Requirements, Required Digital Formats, File Naming and File Forwarding Protocols.

Appendix A.1: School Data File, Feeder School Information, School and District Boundary Maps

Appendix A.2: Proposed Residential Development.

Appendix A.3: District Street File. An update to this file may be submitted at district option multiple times annually.

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Support Contacts

The following members of the DecisionInsite Team are prepared to support you.

Direct Requests for General Information, or for Designated Contacts to:

Pam Grossman, Administrative Assistant, at 877-204-1392, ext. 1001
pgrossman@decisioninsite.com

Direct Data Transfer and Format Questions to:

Justin Regele, at 877-204-1392, ext. 1002 jregele@decisioninsite.com

Direct Client Support Questions to:

Bruce Terry, Director, at 877-204-1392, ext. 1006 bterry@decisioninsite.com

Direct Enrollment Projection Questions to:

Dean Waldfogel, Vice President, DecisionInsite, at 877-204-1392, ext. 1005
dwaldfogel@decisioninsite.com

Thank you for your assistance with the compilation of these data. We look forward to receiving your information and preparing your new enrollment projections.¹

The *DecisionInsite* Team

¹ **Process and Data Review**

DecisionInsite's projections are based to a large extent on the historical student data provided. Therefore, the importance of the accuracy of annual student enrollment counts by grade level and school cannot be overstated.

Upon receipt of the district's student data files, DecisionInsite completes an analysis of student totals by grade level and year. The query used to build the student files should be consistent across the years so that students included or excluded are the same. The student file should correlate as close as possible to the district's October enrollment submission to the state.

Should the count or data of the student file submitted to DecisionInsite need to be corrected, DecisionInsite will again run totals by grade level and year and ask the district to sign off on the totals.

If at a later date, the district finds that the totals are still not correct in the data file submitted to DecisionInsite or that different data should be used, a fee may be assessed to cover the additional work required to re-import student data files, check for grade level reconciliation of totals, and report back to the district. This work is billed on an hourly basis of \$120 per hour.