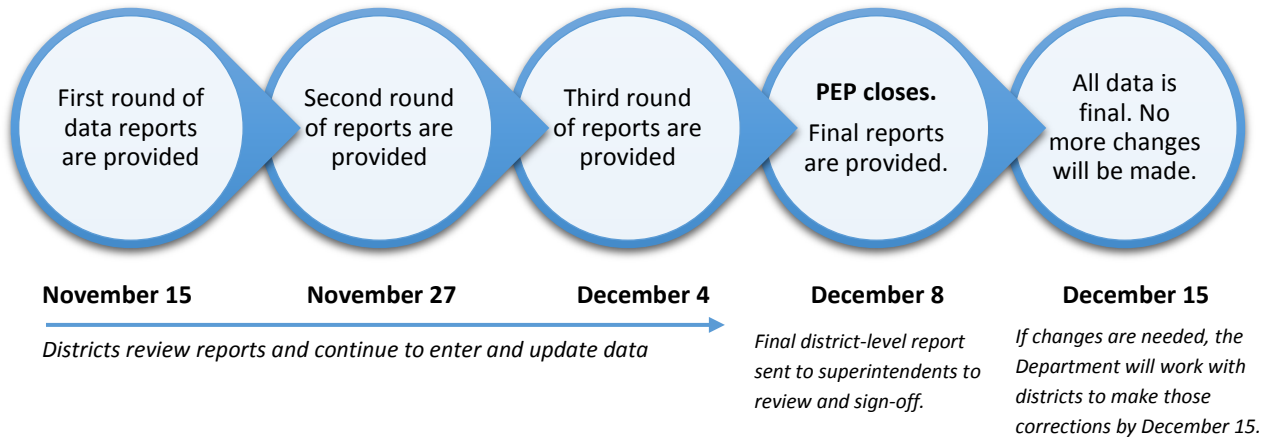


What is the purpose of the data validation process?

In 2015, the Department released the first Educator Workforce Reports to school systems. Since this first release, a number of improvements have been made based on feedback from school and district leaders. Most recently, districts indicated they would like to review key data points prior to the production of the workforce reports to ensure the highest level of data accuracy. The Department is therefore incorporating a validation process for data entries in PEP and CUR internal databases prior to the release of 2017-2018 workforce data, as outlined below.

When will the validation period occur?



What data will be provided?

District-level	Staff-level	Teacher-level Class
<p>Teachers</p> <ul style="list-style-type: none"> Count of classroom teachers Average classroom teacher salary Total performance-based pay Total demand-based pay Count indicated as “earned tenure” Count indicated as “lost tenure” <p>Principals and Assistant Principals</p> <ul style="list-style-type: none"> Count of principals/ assistant principals Average salary for principals/ assistant principals 	<p>Teachers</p> <ul style="list-style-type: none"> Employee name, site Salary Performance and demand pay “Earned Tenure” with date “Lost tenure” with date <p>Principals and Assistant Principals</p> <ul style="list-style-type: none"> Employee name, site Salary 	<ul style="list-style-type: none"> Teacher name, site Name of classes taught by teacher

How will the data be provided and who should review/ validate it?

District-level	Staff-level	Teacher-level Class
Sent by the Department to the PEP coordinator	Dropped onto the District’s data management FTP	Dropped onto the District’s data management FTP
<i>Reviewed by district-level leaders</i>	<i>Reviewed by district and school-level leaders</i>	<i>Reviewed by school-level leaders</i>

How do districts validate their data?

Guidance for validation in PEP is provided on the district-level report. Additionally, districts will need to review the three employee-level files to ensure the correct information has been reported in PEP and CUR.

Step 1 – access files

Step 2 – run reports (as outlined on the district-level file)

Step 3 – determine who in your district need to review what data

Step 4 – have appropriate individuals review and make updates

Step 5 – repeat this process when updated files are provided on 11/27 and 12/4

Below are guiding questions to help districts navigate this process and determine who needs to validate what.

- Are there discrepancies between class and budgeted reports? (These *should* be the same.)
- Are the amounts for performance and demand-based pay¹ being reported accurately?
- Have we granted/ taken away tenure for the correct personnel?
- Do principals need to review the class reports to verify their teachers are identified with the correct class?
- Are there individuals coded as both a principal and assistant principal at the same site?

¹ This is this first year districts are reporting this pay in PEP. Districts are reporting **performance pay** that is awarded in 2017-2018 based on effectiveness results from 2016-2017 academic year and **demand pay** that is awarded in 2017-2018 based on a placement or teaching assignment for the 2017-2018 academic year.