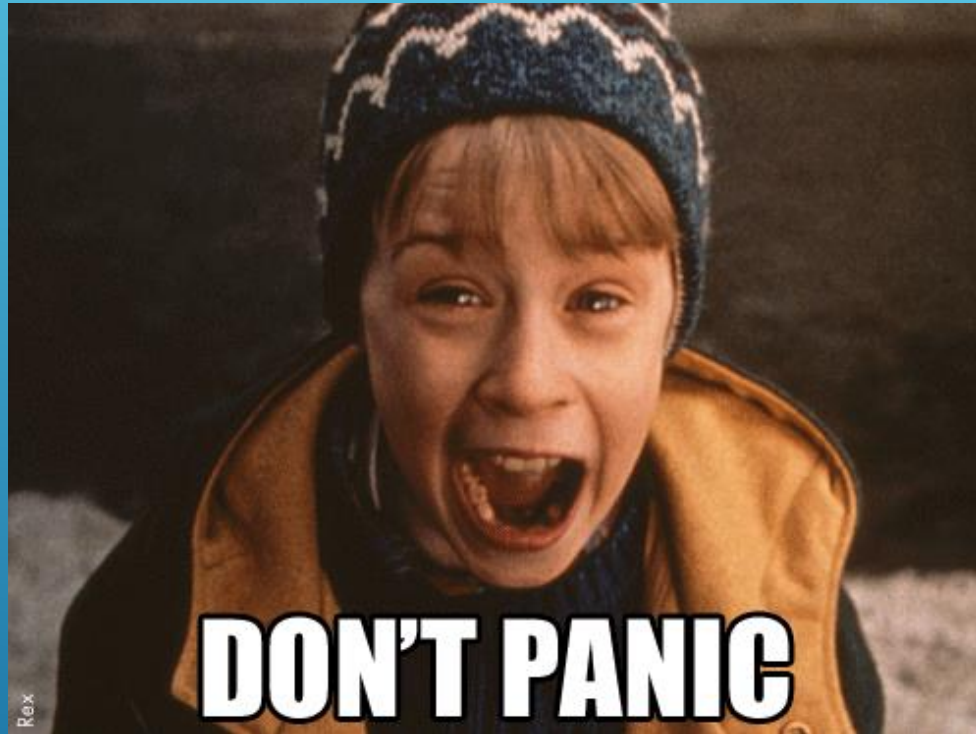


TOP 10 TIPS FOR DISTRICT DATA COORDINATORS

The Secrets to Your



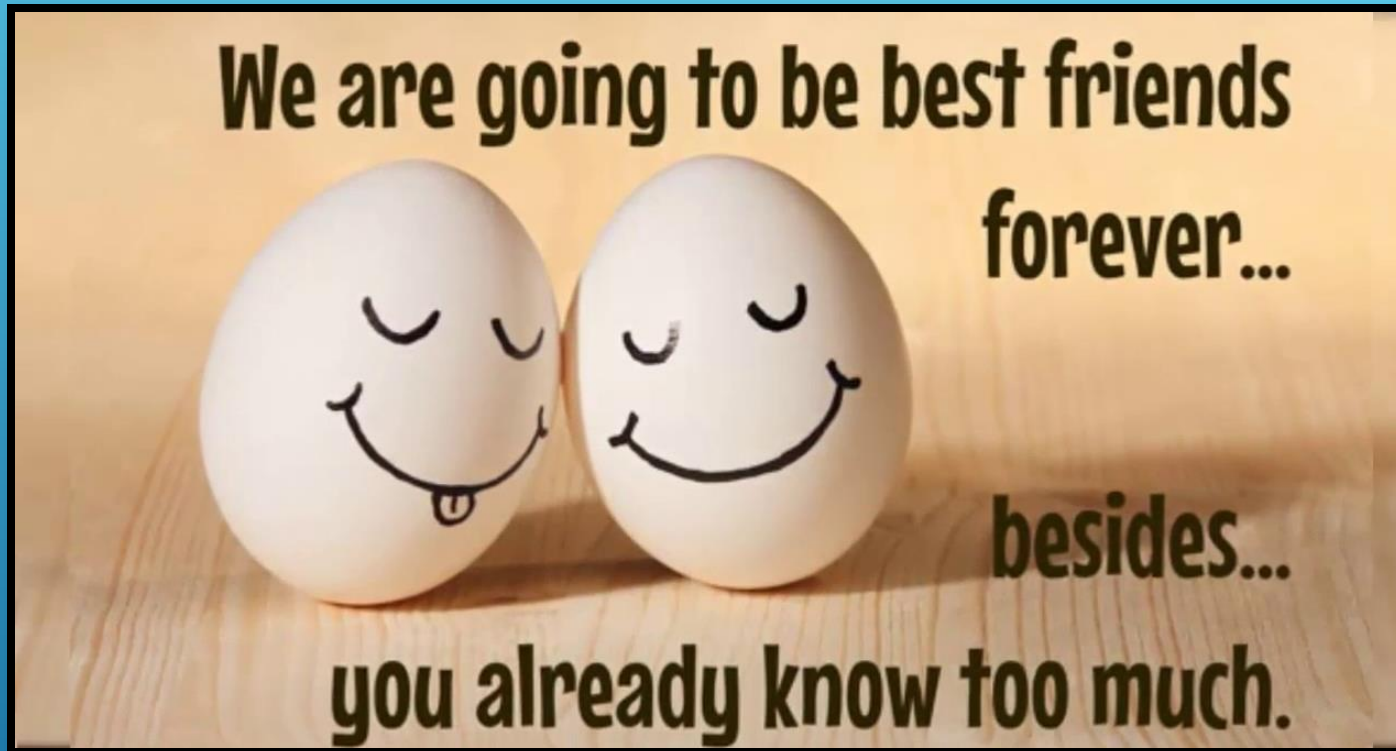
10. STAY CALM WITHIN THE CHAOS!



9 . HAVE A PLAN INCLUDING BUILDING A DATA TEAM

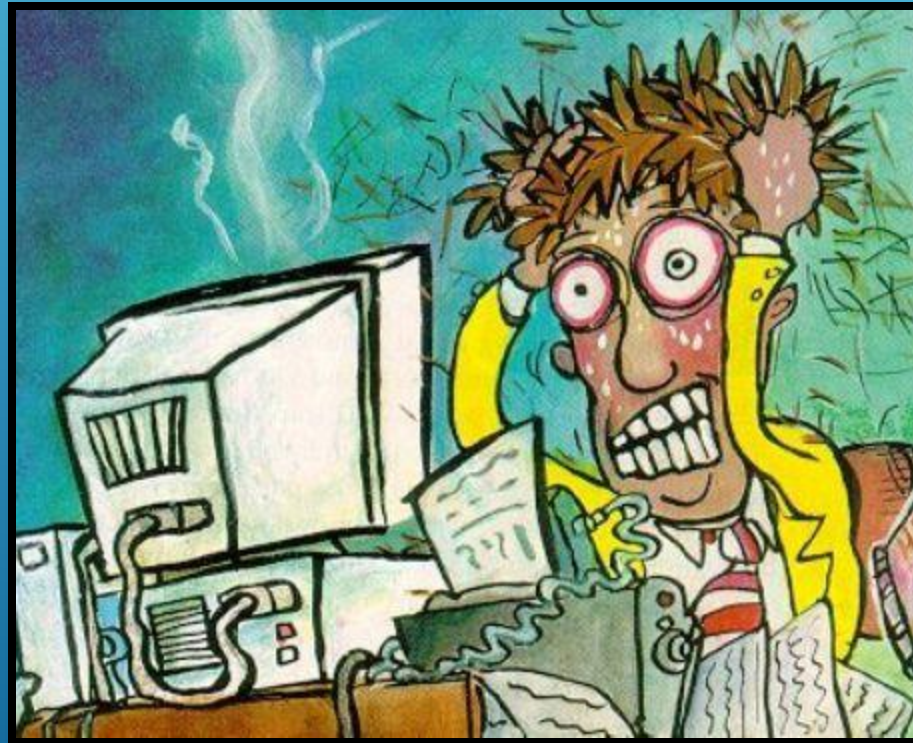


8. THE SIRS MANUAL IS YOUR FRIEND

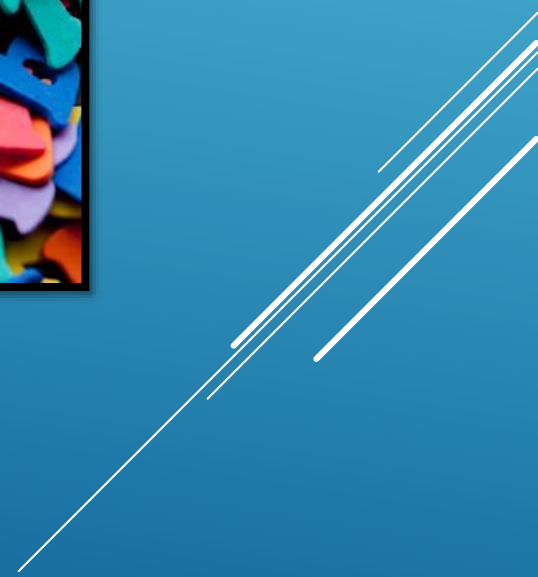


7. GET FAMILIAR WITH ALL THE SOFTWARE SYSTEMS AND HOW THEY INTERACT SMS, LEVEL 0, LEVEL1, L2RPT, NYSSIS, PD

Remember Your Passwords!



6. BECOME FAMILIAR WITH TERMINOLOGY



5. CHECK THE DASHBOARD IN LEVEL 0

District: NY280000 : Sample District **School Year:** School Year Ending 2019-06-30

Welcome to Level 0!

[Run All Verification Checks](#)

Red background in 'Last Upload' column indicates domain data has been updated since last Level 1 file was created.

Level 0 Message Board:

Please contact Level 0 support at 631-218-4195 or dwtshelp@esboces.org if you need further assistance.

NY280000 : Sample District - Dashboard Stats:

Data Domain:	Import Errors:	Verif. Records:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:
Demographics	81	0	1	NO	9/12/18 08:51 AM	9/13/18 09:12 AM	None
Enrollment	0	0	0	NO	None	None	None
Program Fact	0	0	1	--	--	--	--
8262::Homeless	0	0	1	NO	None	9/13/18 09:12 AM	None
Assessment	0	0	0	--	--	--	--
Assess/Acc/Mod	0	0	0	NO	None	None	None
Staff/Stu/Course	0	0	0	--	--	--	--
Stu/Class/Gr/Detail	0	0	0	NO	None	None	None
Stu/Class/Entry/Exit	0	0	0	NO	None	None	None
Day Calendar	0	0	0	NO	None	None	None
Stu/Daily/Attend	0	0	0	NO	None	None	None
Course	0	0	0	NO	None	None	None
Location M.P.	0	0	0	NO	None	None	None
Course/Instr/Assign	0	0	0	NO	None	None	None
Staff Snapshot	0	0	0	NO	None	None	None
Staff Assignment	0	0	0	NO	None	None	None
Staff Attendance	0	0	0	NO	None	None	None
Staff Tenure Snapshot	0	0	0	NO	None	None	None
BEDS Day Snapshot	0	0	0	NO	None	None	None
EOY Snapshot	0	0	0	NO	None	None	None
SE Event (more below...)	0	0	0	NO	None	None	None

Event Type: **# Valid Recs.:** **# Valid Chains:** **Valid Students:** **# Error Recs.:** **# Error Chains:** **Error Students:**

4. MAKE SURE YOU ARE USING THE L2RPT REPORTS FOR VERIFICATION



3. MAKE [DATACENTRAL.ESBOCES.ORG](http://datacentral.esbooces.org) A FAVORITE



**2. REACH OUT FOR SUPPORT
BEFORE IT'S TOO LATE
DWTSHELP@ESBOCES.ORG**



1. DON'T WAIT UNTIL THE LAST MINUTE!



YOU GOT THIS!

