



# Quality Data: The Role of the Teacher\*

## Responsibility

You are responsible for entering timely and accurate data about your students, as required.

## Things to Think About

- Who uses the data that you enter (e.g., parents, students, school board members, the principal, other teachers, payroll staff, the news media)?
- How do you use data to make important individual and group instructional decisions (e.g., progress toward content standards, need for remediation/intervention)?
- What is the effect of the data you enter on students' educational experiences?
- What is the impact of incomplete or inaccurate data?
- What can you do to increase the accuracy of data?

## Things to Do

- Ask for and attend training on the use of data in the instructional program.
- Ask for appropriate instructions and documentation.
- Do not be afraid to ask questions about your data responsibilities.
- Identify barriers to effective data entry and communicate these to the principal or other appropriate personnel.
- Respect the privacy and confidentiality of student data by protecting data from students and unauthorized personnel.
- Follow your district data security policies and procedures (e.g., change passwords frequently, do not share passwords with colleagues or students, etc.).
- Enter data accurately and in a timely manner.
- Check your work for accuracy and completeness.
- Ask for help if you make an error.
- Share good ideas and best practices about data entry with your peers.
- Check your calendar for data reporting deadlines so that you can allocate time for data entry.

## Outcomes (What's in it for me?)

Your ability to make sound educational decisions about your students will be improved because those decisions will be based on quality data. You will be able to improve students' educational experiences because the instructional program will be based on accurate data.

\*The suggestions in this Tip Sheet may apply to others in the school, such as a counselor or nurse.