



New Client Data Request Instructions

Introduction

Congratulations and welcome to DecisionInsite! We are looking forward to assisting your school district in developing accurate and helpful data on your students and community.

In order to complete the project successfully, the district will need to supply DecisionInsite with information in two essential areas: **Key Assignments**, and **District Data**.

Key Assignments

Please inform DecisionInsite regarding these personnel assignments as soon as possible. The first two are required **immediately**. All names and contact information may be sent via email to: production@decisioninsite.com.

Primary User: Identify the primary user. Typically the CBO or other district administrator, this is the person who is most responsible for the overall work to be completed by DecisionInsite.

District Admin User: Designate one (two if necessary) person(s) as the “District Admin User.” This person will be responsible to assign access rights to others within the district, for completion of the Critical Circumstances Survey, and has certain data editing privileges, and other rights not accessible to typical users. (This may be the same person as the Primary User.)

Primary Data Contacts: Identify for each item in the table below, the person who will be responsible to compile and/or collect the particular data item and forward it to DecisionInsite.

Responsibility	Contact Person
1. Primary contact person	Name: Phone: Email:
2. District Admin User	Name: Phone: Email:
3. Student Data Files and Code Translation Tables	Name: Phone: Email:
4. Maps: District Boundary and School attendance Boundary	Name: Phone: Email:
5. School file, Feeder Schools, School Capacities	Name: Phone: Email:
6. Proposed Residential Development, if district is providing information	Name: Phone: Email:

District Data Requirements and Formats

In Appendix A is a table listing tasks to be completed by the district within 2 weeks of the contract execution. The Appendices are accessible online at: <http://decisioninsite.com/resources.shtml>

1. **Required Immediately:** Please note that the data required immediately includes the **school data file** and the **boundary maps** for the District and for School Attendance Areas.
2. **Required within 2 weeks:** See the table in Appendix A for more details on the **student file** and others.

Please do not hesitate to contact us if you have questions or need assistance on any of these items. These data are essential to a timely completion of the project for your district.

Appendices

The Appendices describe the required data and information in more detail, and the various subsections are designed to be forwarded to those responsible for preparing and forwarding the information. All Appendices are accessible online at: <http://decisioninsite.com/resources.shtml>. [Note that some appendices are applicable only to new DecisionInsite clients.]

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/resources.shtml>

Appendix A.1: District Data Requirements, Required Digital Formats, File Naming and File Forwarding Protocols.

Appendix A.2: School Data File, Feeder School Information, School and District Boundary Maps

Appendix A.3: Proposed Residential Development.

Appendix A.4: District Street File. An update to this file may be submitted at district option multiple times annually.

Appendix B

DecisionInsite requests four years of student data: three history years and the current year. Each student data file should reflect as closely as possible the enrollment submitted to the state for the month of October. **Appendix B** describes the required data fields, field names and format for the student data file. **Appendix B** is accessible online at: <http://decisioninsite.com/resources.shtml>.

New Client Data Request Instructions

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 123

Direct Data Transfer and Format Questions to:

Justin Regele, Projections Analyst, at 877-204-1392, ext 120 or jregele@decisioninsite.com, or to

Kurt Norlin, Projections Analyst, at 877-204-1392, ext 117 or knorlin@decisioninsite.com

Direct Residential Development Research Questions to:

Bruce Terry, Director of Residential Research, DecisionInsite, at 877-204-1392, ext 121 or bterry@decisioninsite.com

Direct Enrollment Projection Questions to:

Dean Waldfogel, Vice President, DecisionInsite, at 877-204-1392, ext 111 or 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.ⁱ

The *DecisionInsite* Team

ⁱ **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 enrollment counts in the student file should correlate as closely as possible to the district's submission to the State Department of Education.

Should the count or data of the student file submitted to DecisionInsite need to be corrected at a later date, 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 will 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.