



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

INTERNAL DATA ANALYSIS REPORTS | 5007.2

Common reasons why District employees will need access to District data include engaging in school improvement activities including instructional planning and practice, evaluating the effectiveness of school-level practices, realizing program evaluations, and completing annual/summary reports.

Although various offices throughout the District have the ability to access and report data, employees interested in accessing aggregated or custom data reports should adhere to the process identified by the Technology Office. The Technology Office will maintain a log of internal data analysis report requests which will be reviewed by the Office of Research and Evaluation to determine the impact of the requested report used. The Office of Curriculum and Instruction retains sole responsibility for identifying the instructional utility of the requested reports.

Requests for accessing data should be entered on the District's online Data Request Form (available from <https://rcweb.redclay.k12.de.us/Intranet/FRM/FRMindex.htm>). Completing this form requires indicating the rationale for the requested report and an outline of intentions for its use. The requestor's proposal will be reviewed and evaluated by the Technology Office to determine the availability of the requested data and the complexity of generating the report. In the instance that data requests are approved, the Technology Office will provide appropriate notice to the requestor and outline a timeframe for producing the report.

In all instances, employees who deal with student data are responsible to act in compliance with guidelines for educational agencies related to protecting the privacy of student records. Issues related to data accuracy and completeness should be reported to the Technology Office so that new procedures and practices to correct identified problems are developed. Any employee/designee who engages in data reporting must log the amount of time/work unit associated with the creation of the requested report.

Questions about the information contained in this administrative memorandum should be directed to the Manager of Research and Evaluation.