



## DATA QUALITY DASHBOARD: ORGANIZATION

| Business Rule                        | Error/Warning | Description   | Resolution   |
|--------------------------------------|---------------|---|--|
| <b>60% Days</b>                      | Warning       | There are more than 2 late arrival/early dismissal days reported for the school year. | There are more than two (2) late arrival or early dismissal days being reported for this school year. Late arrival/early dismissal days are 60% days. If this is not correct, update the calendar in your SIS. |
| <b>Event Date</b>                    | Error         | The event date does not fall within the school calendar.                              | Ensure the event date is within the school calendar year in your SIS.  |
| <b>Instructional Days</b>            | Warning       | Instructional days are less than 180 days.  | The number of instructional days are less than 180 days for the school year including 60% days. If this is not correct, update the calendar in your SIS.   |
| <b>Calendar</b>                      | Error         | Calendar data is not being reported for an active school.                             | Ensure calendar data has been entered for all active schools in your SIS.  |
| <b>Session Dates</b>                 | Error         | Session begin or end date is outside of school year dates.                            | Ensure the session begin date and session end date are within the school year in your SIS.   |
| <b>Mailing Address</b>               | Error         | Mailing address is incomplete.  | Ensure the mailing address is complete in your SIS. The mailing address must include the street address, city, state, and zip code. Example: 123 Some Street, Jackson, MS 39123.                               |
| <b>Physical Address</b>              | Error         | Physical address is incomplete.   | Ensure the physical address is complete in your SIS. The physical address must include the street address, city, state, and zip code. Example: 123 Some Street, Jackson, MS 39123.                             |
| <b>Grades Offered and Enrollment</b> | Error         | Grades Offered do not match reported enrollment.                                      | Ensure students are only enrolled in grades offered in your SIS. Example: Grades offered are 9-12, but a student is enrolled in grade 8.   |
| <b>Grades Offered</b>                | Error         | No grades offered are reported for an active district.                                | Ensure grade values have been entered for the district in your SIS. Example: Grades offered may include IT, PK, KG, 1-13, and AE.  |
| <b>Website</b>                       | Error         | No website reported.  | Ensure the website address is entered in your SIS.   |
| <b>Name</b>                          | Error         | No District name reported.  | Ensure the district name is entered in your SIS.   |
| <b>Telephone</b>                     | Error         | No telephone number reported.   | Ensure the telephone number is entered in your SIS.  |

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| <b>Board Members</b>                        | Error | No active board members reported.                                | Ensure board members have been entered and all board member term end dates are not in the past.   |
| <b>Board Member Term</b>                    | Error | Board member term start date is after the term end date.         | Ensure board member term start date is before the board member end date. Example: Start date is 07/01/2023, end date cannot be 06/30/2023.  |
| <b>Salary Schedule</b>                      | Error | No salary schedule reported for the current school year.         | Ensure a salary schedule has been entered for the current school year.  |
| <b>School Mailing Address</b>               | Error | Incomplete school mailing address.                               | Ensure the mailing address is complete in the SIS. The mailing address must include the street address, city, state, and zip code. Example: 123 Some Street, Jackson, MS 39123.   |
| <b>School Physical Address</b>              | Error | Incomplete school physical address.                              | Ensure the physical address is complete in the SIS. The physical address must include the street address, city, state, and zip code. Example: 123 Some Street, Jackson, MS 39123. |
| <b>School Grades Offered and Enrollment</b> | Error | A student is enrolled in an invalid grade.                       | Ensure students are only enrolled in grades offered in your SIS. Example: Grades offered are 9-12, but a student is enrolled in grade 8.  |
| <b>School Grades Offered</b>                | Error | No grades offered values reported for an active school.          | Ensure grades offered values have been entered for the school in your SIS. Example: Grades offered may include IT, PK, KG, 1-13, and AE.  |
| <b>School Website</b>                       | Error | No website reported.   | Ensure the website address is entered in your SIS.  |
| <b>School Name</b>                          | Error | No School name reported.   | Ensure the school name is entered in your SIS.  |
| <b>School Telephone</b>                     | Error | No telephone number reported.                                    | Ensure the telephone number is entered in your SIS.   |
| <b>Charter School</b>                       | Error | Charter school indicator set to Yes for a non-charter LEA.       | Ensure the Charter school indicator and LEA type are correct in your SIS.   |
| <b>Instructional Minutes</b>                | Error | No value reported for Instructional Minutes Per Day.             | Ensure Instructional Minutes per Day are entered for the school in your SIS.  |
| <b>Lunch Minutes</b>                        | Error | No value reported for Lunch Minutes Per Day.                     | Ensure Lunch Minutes per Day are entered for the school in your SIS.  |
| <b>Recess Minutes</b>                       | Error | No value reported for Recess Minutes Per Day.                    | Ensure Recess Minutes per Day are entered for the school in your SIS.   |
| <b>Active District</b>                      | Error | Operational status for a district is not Open, New, or Reopened. | Ensure the LEA is in a valid operational status of open, new, or reopened and the operational status effective date is not in the future.   |

