



Student Perception Survey Data Quality Checklist

OVERALL RECOMMENDATIONS

- Uniform Data:** Data should be uniform for schools across your district. It may be helpful to have a single individual acting as the “data contact” be the person to organize the data for the entire district to ensure that data is consistent across all schools.
- Complete Data:** Certain data elements are imperative for accurate administration and reporting. If your district/school does not track one of these data elements, it may be helpful to assign that data element for the purpose of survey administration.
 - Educator identifier (EDID) numbers: If you do not collect Teacher EDIDs, you could use district-level ID numbers instead.
 - State assigned student identifier (SASID) numbers: If you do not collect SASID numbers you could use district-level ID numbers instead.
 - Teacher, student, and course names
 - Grade (all levels) and period (secondary only) information for every student.
- Non-Relevant Data:** All data not relevant to the survey administration should be removed:
 - School staff who should not be assessed (e.g., administrative staff, librarians, counselors, homeroom teachers, advisory and career path teachers)
 - Teachers that opt out of the survey if that is a choice provided to them by the district
 - Student teachers
 - Students who do not attend school in person (e.g., take classes online only)
 - Records for other semesters/trimesters/quarters
- Unique Data Qualities:** Plan to account for the unique qualities of your schools. These may include things like block schedules, groups of students who do/don't have certain electives, etc.

ELEMENTARY DATA

- Homeroom Teachers**
 - Homeroom teachers should only be listed once. Remove duplicates if they are listed multiple times for the different classes that they teach with the same group of students (e.g., 3rd grade Math, 3rd grade Science, 3rd grade Social Studies)
 - Indicate if homeroom teachers have students in multiple classrooms and/or grades
 - Ensure that all students have a record for their homeroom teacher, unless students do not attend homeroom (e.g., students only participate in classes taught by specialists)
- Specialist Teachers** - Ensure that all students have a record for every specialist that they see. For example, if all 5th graders take PE, then all students should be assigned to that teacher in the district data system.

SECONDARY DATA

- Period Information**

- Easily interpretable period numbers should be included in the file.
- Ensure that the periods are not listed more than once for the same student (e.g., a student has period 1 two times with two different teachers).
 - If this occurs because different days have different schedules, an additional column could be added that indicates to which day each period belongs to (e.g., A or B days).
- Remove periods that should not be included in the selection (e.g., Lunch period, Advisory period).

ADDITIONAL THINGS TO DOUBLE CHECK

- Teacher and student names should be spelled exactly the same way throughout the data file.
- Ensure that teacher IDs are the same for a given teacher and that two teachers do not have the same ID.
- Ensure that student IDs are the same for a given student and that two students do not have the same ID.