

Student and Staff Database Collection Terminology



Processing

CMIS	Comprehensive Management Information System
Survey Period Code	A numeric code that designates the timing of data collection within the academic year.
School Year	The official School Year in which data is being collected and submitted.
Data Element	A single unit of information (e.g., student ethnicity, course number, teacher certification status).
Format	Refers to the structured grouping of data elements and defines columns for data submission.
Record	A single entry in the database representing one instance of a student's or an employee's information within a specific format.

Data Quality

Business Rules/Edits	Checks applied to submitted data to identify potential errors.
Preflight	Sandbox/test environment in DQ2 for cleaning up data prior to final submission.
Data Quality Reports	Reports used to review preliminary data submitted to the Department and shared with Program Areas and Districts.
"O" Files	Format File of all clean records submitted to the mainframe.
"D" Files	Format File of all clean records submitted to DQ2.
DQ2	Data Quality 2 system used to collect Staff data and pilot Student data collection for the 2526 reporting year.

Reporting

Appendices	Referential repository that contains supportive information, such as code lists.
Validation Reports	Reports used to compare data across formats. Will not prevent data loading to the database.
Exception Reports	Reports that show inconsistencies in data to verify. Will not prevent data loading to the database.
User Manual	Online manual providing guidance to district staff for data submission.
Checklists	Appendix R and S of the User Manual, used to outline steps for survey data submission.
Membership & Attendance	Enrollment in PK-12 School and being present or absent in School. Used for determining the reporting of a student.