

Clean Data Matters: SIS and SFA – Common Errors and Solutions

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Agenda

Why Does Clean Data Matter?

The role of data in accreditation and reporting success

What Are the Standards for Accreditation?

Key data-related expectations from accreditors

What Are the Most Common Data Entry Errors?

Frequent issues and how to prevent them - a discussion with our panelists

What Else Should We Know?

Resources and your questions/comments on best practices

Today's Panelists - Welcome!

Pam Carter, Cabot Public Schools

Renee Curtis, Bryant Public Schools

Jamie Dickelman, Eureka Springs Public Schools



This or That?

- **Lake or Pool**
- **Burgers or BBQ**
- **April or October**

Why does clean data matter?



"If it's not clean, it's not credible."

✓ Clean Data Enables:

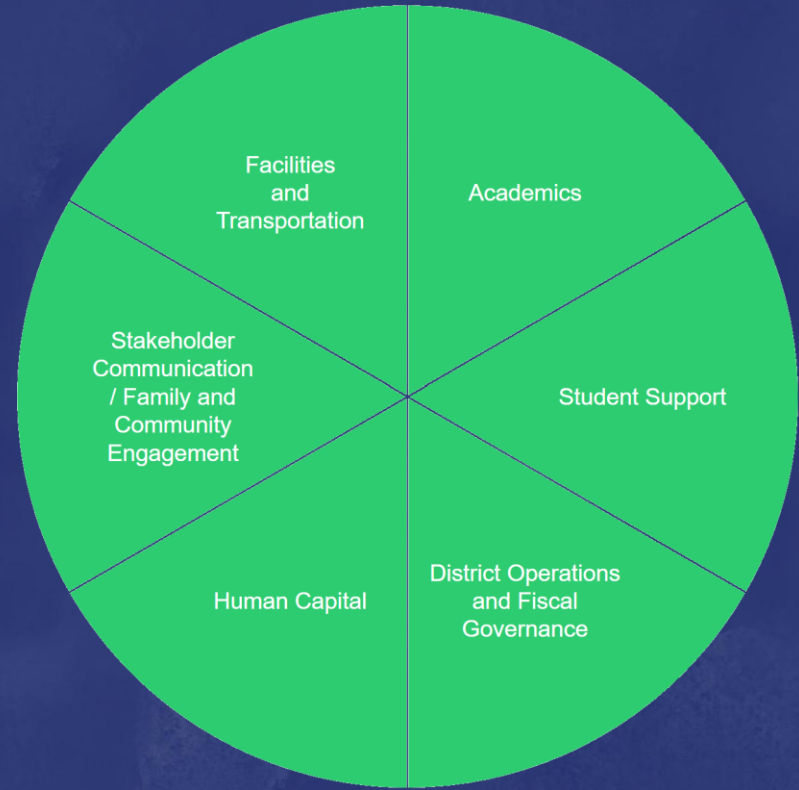
- Accurate representation of institutional performance
- Trust and credibility with accreditors and stakeholders
- Smooth reporting cycles with fewer delays and corrections
- Informed decision-making at every level

⚠ Dirty Data Leads to:

- Misalignment with accreditation standards
- Increased audit findings or report rejections
- Wasted time correcting errors or explaining inconsistencies
- Loss of confidence in internal systems and processes

What are the Standards for Accreditation?

State-mandated requirements that ensure Arkansas public schools provide quality education as outlined in law, rule, and regulation.



What is your relationship to the Standards for Accreditation and how are they monitored in your district?

Real-World Data Challenges

Data errors often arise from complex systems and communication issues, not negligence.



Calendar Options

Standard 1-A.4 Each public school district shall adopt a school calendar and provide planned instruction per day in accordance with the laws of the State of Arkansas and the rules of the Division. By August 1, the school calendar shall be posted on the district website under State Required Information.

Traditional	Must meet the 178-day requirement Make up days used as instructional days must be changed on the eSchool Calendar for each building
Alternate	Must meet the required 1068 instructional hours
Four Day	Minimum of 142.5 days (averaging 7.5 hours/daily)
Year Round	Same requirements as the traditional calendar





Common Errors:

School Calendar: Decisions and Data Implications

- *Which calendar type did your district choose and why?*
- *What might be some priorities or benefits of choosing one calendar over another?*

Background Checks

Standard 4-A.1

Each public school district shall not employ personnel, whether licensed or non-licensed, who have not successfully completed background checks in accordance with laws of the state of Arkansas and the rules of the division. This includes student workers.

**Background checks
typically clear within 15
calendar days.**

Arkansas Code § 6-17-411 & § 6-17-414

All employees must complete a background check once every 5 years.

For background checks, complete the following:

1. Arkansas State Police (ASP)
2. FBI
3. Child Maltreatment Central Registry





Common Errors:

Background Checks: Completing the Process

- *How might the district provide support to staff who have incomplete background checks?*
- *How are data discrepancies resolved in your district?*

Background Checks



Common Errors

Classified staff:

A one-time school board resolution (on district letterhead) is required, unless a new offense occurs.

Original hire date is listed as 1/1/1900:

A data discrepancy - check name and social security number in eSchool, eFinance and AEELS



Common Errors:

Licensure: Designating a
Pathway

- *What are some ways you have navigated issues concerning incomplete licensure requirements?*
- *How might policies or procedures help districts avoid licensure exceptions?*

Licensure Exceptions



Standard 4-D.1

Each public school district shall employ classroom teachers that meet the licensure requirements pursuant to Arkansas law or Division of Elementary and Secondary Education rules or are teaching under a licensure exception pursuant to Arkansas law or Division of Elementary and Secondary Education rules.

Licensure Action Plan

- ✓ Check LEA Insights for expiring licenses (restricted access)
- ✓ Ensure that correct license codes are applied to courses (eSchool Course SIS data must match AELS)
- ✓ Enter correct licensure exception in eSchool Master Schedule Course SIS screen (TLP in lieu of 1240 waivers)
- ✓ Ensure that virtual and concurrent teachers are coded correctly in eSchool Master Schedule Course SIS screen

Science of Reading Credentials



Standard 4-D.3 Each public school district must comply with the **Right to Read Act**, codified in Arkansas Code § 6-17-429, regarding the hiring of teachers who demonstrate proficiency in knowledge and practices of scientific reading instruction.

Awareness

SR01 - All admin and educators who do not require proficiency

Proficiency

SR02 - Identified as proficient in AELS or passing the Pearson Foundations of Reading Test

SR03 - Evidence from certified assessor

SR04 - AR Teacher Prep Program graduate after 2021

SR05 - Meeting proficiency after 2023 deadline (requires an intensive support plan)

SR06 - RISE trainers, CALT/CALP certification, Apple Group Dyslexia Therapist course completers

SR07 - Special circumstances requiring a proficiency plan

Coding Virtual Teachers



Teachers contracted through third-party digital providers must successfully complete background checks in accordance with the laws of the State of Arkansas and the DESE rules. Districts and providers agree upon and outline the following **responsibilities**:

Digital Learning Provider	Public School District
Annually, by September 15, all districts will receive from the provider a list of assigned teachers and the following information:	Districts accurately enter information in the Master Schedule Course SIS data screen.
➤ Digital learning teacher's legal name as shown in AELS	➤ Digital Learning Checkbox
➤ Case ID as shown in AELS	➤ Digital Learning Type
➤ Last four digits of the teacher's SSN# (with leading zeros)	➤ Digital Learning Provider
➤ Date of birth	➤ Digital Delivery (Do Not Use)

Coding Concurrent Teachers



School districts and Arkansas Institutions of Higher Education (IHE) must sign a Memorandum of Understanding (MOU) that designates responsibility for ensuring background checks are completed on all teachers providing instruction (synchronous or asynchronous).

Institution of Higher Education	Public School District
Instructors employed by the IHE must have a complete, approved background check every five years.	Enter the name "Concurrent Credit" and the SSN 999999999 in the eSchool staff catalog.
	In the Master Schedule Course SIS data screen: 1. Check the 'college credit' box. 2. Enter college credit hours in the College Credit Hours field. 3. Identify IHE in the Institution Issuing Credit field. 4. If the concurrent course is digital, the following must be entered correctly: a. digital learning checkbox b. type c. provider



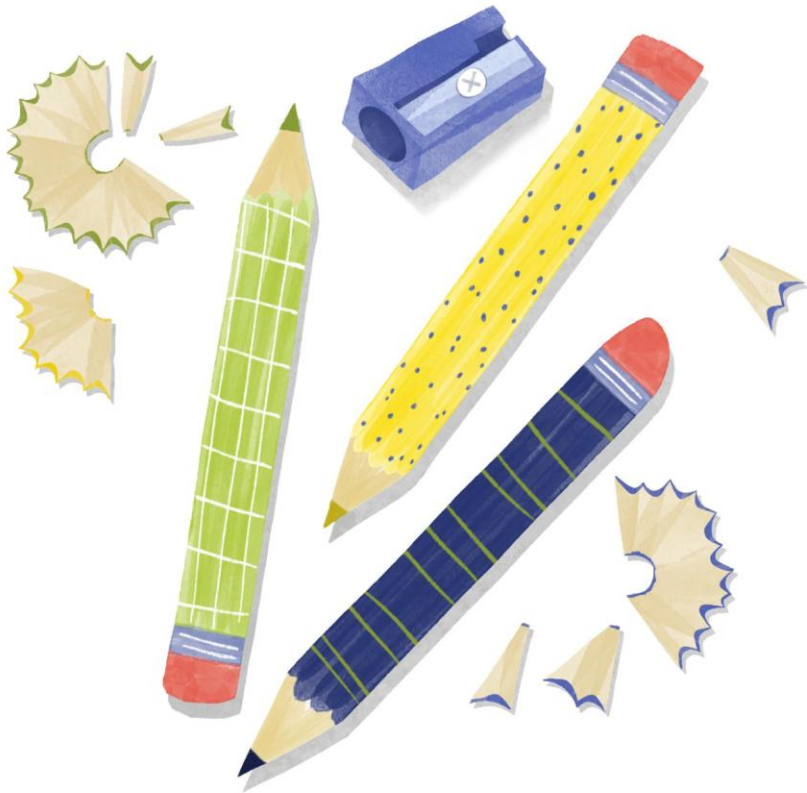
Common Errors:

- Class Size
- State Required Information

- *What innovative tactics has one of your schools used to create some flexibility in the restraints of the master schedule considering class sizes and teaching load?*

Accreditation Help Desk





Resources

1. [Standards for Accreditation](#)
2. [Quick View of Class Size and Time Requirements](#)
3. [Clearing Exceptions Manual](#)
4. [SIS Handbook](#)
5. [eSchool SIS Information](#)
6. [Accreditation Help Desk](#)

Thank you to our
panelists!

Your presenters



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DIVISION OF ELEMENTARY
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