

## Enter/Maintain Records

**Overall Data Steward** – Who in your district serves as your overall data manager? This person needs to be aware of what reports need to be submitted, when they are submitted, check for data integrity, and verifies all reports.

<b>Enter/Maintain Student Records</b>	<b>Person Responsible</b>
Enter basic student data for district enrollment	
Understand and enter all NSSRS student information in correct PowerSchool fields	
Monitor and change basic student information/parent info/contact info	
Maintain appropriate entry and exit dates	
Maintain appropriate entry and exit codes	
Monitor option enrollment students and district of residence codes	
Run auditing reports to check and monitor data integrity	
<b>Enter/Maintain <i>Special Needs</i> Student Records</b>	
Qualification for SPED and primary disability	
Title I and 504 plans	
Limited English Proficiency	
<b>Food Program Eligibility</b>	
Keep lunch status current for all students	
<b>Submission of Student Data to NSSRS</b>	
Stay informed of changes/additions/upgrades of NSSRS reports in PowerSchool	
Submit NSSRS student data when enrollment changes	
Submit student data to NSSRS on appropriate due dates	
<b>Enter/Maintain Staff Records</b>	
Enter staff data for each field reported to NSSRS	
Identify and mark the correct master record for each teacher	
Maintain changes in staff records	
Create staff assignments for teachers in EACH individual schools	
Run auditing reports to check and monitor data integrity	
<b>Submission of Staff Data to NSSRS</b>	
Stay informed of changes/additions/upgrades of NSSRS reports in PowerSchool	
Submit NSSRS student data when enrollment changes	
Submit student data to NSSRS on appropriate due dates	