



# Data Validation

## What is Data Validation?

Data validation allows data submitters to update their submission during the collection window. If your local educational agency’s (LEA) certified submission is identified with a certain set of data quality issues, then you will have the opportunity to de-certify and correct your data prior to the close of the collection.

### What should I do if I am selected for Data Validation?

Follow the **four steps** below to update your data submission after you have certified.

1

#### REVIEW

Review the data quality issues listed in your LEA’s Data Validation Notice.

2

#### DE-CERTIFY

Contact the Partner Support Center (PSC) to de-certify your LEA’s original data submission.

3

#### UPDATE

Update your LEA’s data submission based on the issues listed in your LEA’s Data Validation Notice.

4

#### RE-CERTIFY

Re-certify your data submission prior to the closing of the collection window.

### Types of Issues Found in Data Validation

LEAs may be **flagged for data validation** if their data submission exhibits the following common data quality issues. Please see your LEA’s [Data Validation Notice](#) for more details.

Zero Values	Related Elements and Skip Logic	High Values	Low Values	Snapshot or Cumulative Counts	Duplicates
Zeros for majority or all questions across an entire module	Inconsistent data within or across a module for related questions	High values given LEA characteristics	Low values given LEA characteristics	Student counts exceed Student Enrollment (ENRL-1, PSCH-2) or the difference in these values is greater than expected.	Identical values reported for questions within and across schools or LEA

## What issues was my LEA identified with?

To view the data quality issues your LEA was identified with for data validation, access your LEA's Data Validation Notice. This was sent via email to your LEA's primary contact. Your LEA's Data Validation Notice lists the issues for which your LEA's data submission was flagged and provides next steps for your LEA to make updates to its submission.

## How do I correct my LEA's data?

After you have reviewed your LEA's Data Validation Notice, contact the PSC to de-certify your LEA's data submission. Once de-certified, you can update your LEA's submission based on the issues identified in your LEA's Data Validation Notice. When you are finished updating your LEA's data submission, you must re-certify the data submission before the close of the collection window.

## I reviewed my LEA's data, and they are accurate. I do not need to update my LEA's data. What do I do?

If you have reviewed your LEA's Data Validation Notice against your LEA's submitted and certified data and have found that your LEA's data are correct as reported, then contact the PSC. Your LEA's data will be marked correct as reported, and your LEA's participation in data validation will be documented. Note that you do not need to de-certify your LEA's data submission if you believe it is correct. If you have already de-certified your LEA's data submission but you believe the original submission is correct as reported, then remember that you must re-certify your LEA's submission before the close of the collection window.

## I reported zeros because my LEA did not collect these data. What do I do?

If your LEA's Data Validation Notice lists "Zero Values" as a data quality issue found in your LEA's submission, then this means your LEA submitted zeros or missing data across an entire module. For more information on submitting zeros, please refer to the [Zeros, Blanks \(i.e. Nulls\) and NS](#) technical assistance documentation. If your LEA did not or was unable to collect these data for the 2021-22 CRDC collection, then please contact the PSC to submit an action plan or quick plan. For more information on action plans and quick plans, refer to the following technical assistance documentation: [How to Create and Submit an Action Plan](#) and [How to Create and Submit a Quick Plan](#).

## My LEA was flagged for Related Elements. What does this mean?

If your LEA's Data Validation Notice lists "Related Elements" as a data quality issue found in your LEA's submission, then this means your LEA submitted one or more values that are not consistent with other related values submitted. For example, your LEA would be flagged for a Related Elements issue if for a school, your LEA reported "Yes" to having one or more students in grade 7 enrolled in Algebra I (COUR-2. Grade 7 Algebra I Enrollment Indicator), or "Yes" to having one or more students in grade 8 enrolled in Algebra I (COUR-3. Grade 8 Algebra I Enrollment Indicator), but zeros for the numbers of students in grade 7 or 8 enrolled in Algebra I (COUR-4a. Student Enrollment in Algebra I – Grades 7 & 8).

For more information on Related Elements and how to correct your LEA's data for this issue, see [Guide to the Related Elements Checks](#).

## Additional Questions and Support

**Partner Support Center**  
**(855) 255-6901**  
**Email: [crdc@aemcorp.com](mailto:crdc@aemcorp.com)**