



# How to Read Your Data Validation Notice

## What is a Data Validation Notice?

Your local educational agency (LEA) received a Data Validation Notice via email from the Partner Support Center (PSC) to notify you of your participation in Data Validation occurring during the data submission window. This notice describes the issues for which your LEA was flagged and provides steps for how to correct your data submission.

## What is Data Validation?

Data validation allows data submitters to update their submission during the data collection window. If your LEA's 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.

## Understanding Your LEA's Data Validation Notice

Hello,

Thank you for 1100014 Sunshine School District's submission for the 2021-22 Civil Rights Data Collection. This notice is to inform you that your local educational agency (LEA) has been selected to participate in the **2021-22 CRDC Mid-Collection Data Validation** activity. This Data Validation activity allows LEAs to correct identified data quality issues.

Please follow the steps below to complete the Data Validation activity:

1. Review the data quality issues found in your LEA's submission. Descriptions of the issue(s) found in your LEA's data submission are listed at the end of this email. Please see the Additional Resources section of this email for helpful technical assistance documentation.
2. Contact the Partner Support Center (PSC) to de-certify your LEA's data submission. The PSC can be reached via telephone (855-255-6901) or email ([crdc@aemcorp.com](mailto:crdc@aemcorp.com)).
3. Update your data submission based on the data quality issues listed at the end of this email.
4. Re-certify your LEA's data submission when you are finished making updates.

You may submit any responses or explanations regarding these data quality issues to PSC. If you do not make updates to your data during this time, then your original data submission will be retained and may be subject to **Post-Collection Data Quality Outreach and Corrections** and/or **Data Quality Suppression**.

Additional Resources

- [Data Validation Overview](#) - An overview of the purpose of the Data Validation activity and directions for completing the data validation process.
- [How to Read Your Data Validation Notice](#) - Directions to help read this Data Validation activity notice and use it to complete the data validation process.
- [Guide for the Related Elements Checks](#) (if applicable) - A guide on types of issues involving related elements, how to read tables of related element checks, and descriptions of how the data should relate. Use this resource if your data are identified with a related elements check.

Please review the following data quality issues found in your LEA's original data submission:

**ZERO VALUES**  
The LEA submits zero values for a majority or all questions across an entire module.  
*Next Steps: Review values entered in this module for accuracy. It is unlikely for the majority or all questions in this module to be zero.*

LEA-Wide	Associated Module(s)
Sunshine School District	DISC

**Related Elements**  
The LEA reports inconsistent data within or across a module for related questions. See Guide for the Related Elements Checks for more information on these types of data quality issues and how to correct your data.  
*Next Steps: District or school was flagged for the following related elements check(s). See Guide to the Related Elements Check for more information on how to correct this issue.*

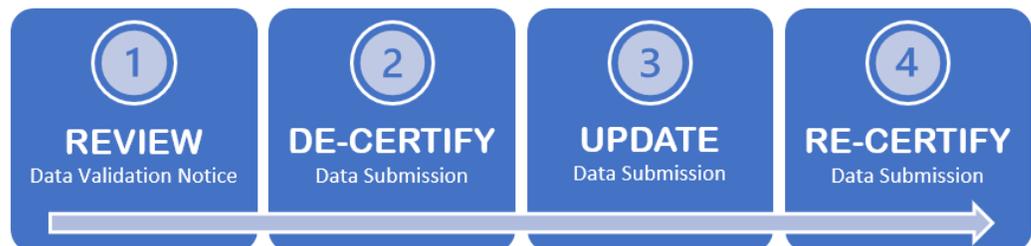
LEA-Wide	Associated Check(s)
Sunshine School District	PSCH_RS1_L

Your LEA's **Data Validation Notice** explains the purpose of data validation and provides directions for how to complete validation.

**Review** the issues listed in your LEA's Data Validation Notice. This section describes the issues for which your LEA was flagged, and lists questions and modules associated with these issues that need your **additional review**.

## Completing Data Validation for Your LEA

Follow these four steps to update your data submission during data validation.





## Example

Hello,

Thank you for 1100014 Sunshine School District's submission for the 2021-22 Civil Rights Data Collection. This notice is to inform you that your local educational agency (LEA) has been selected to participate in the **2021-22 CRDC Mid-Collection Data Validation** activity. This Data Validation activity allows LEAs to correct identified data quality issues.

Please follow the steps below to complete the Data Validation activity:

1. Review the data quality issues found in your LEA's submission. Descriptions of the issue(s) found in your LEA's data submission are listed at the end of this email. Please see the Additional Resources section of this email for helpful technical assistance documentation.
2. Contact the Partner Support Center (PSC) to de-certify your LEA's data submission. The PSC can be reached via telephone (855-255-6901) or email ([crdc@aemcorp.com](mailto:crdc@aemcorp.com)).
3. Update your data submission based on the data quality issues listed at the end of this email.
4. Re-certify your LEA's data submission when you are finished making updates.

You may submit any responses or explanations regarding these data quality issues to PSC. If you do not make updates to your data during this time, then your original data submission will be retained and may be subject to **Post-Collection Data Quality Outreach and Corrections** and/or **Data Quality Suppression**.

**Additional Resources**

- [Data Validation Overview](#) - An overview of the purpose of the Data Validation activity and directions for completing the data validation process.
- [How to Read Your Data Validation Notice](#) - Directions to help read this Data Validation activity notice and use it to complete the data validation process.
- [Guide for the Related Elements Checks](#) (if applicable) - A guide on types of issues involving related elements, how to read tables of related element checks, and descriptions of how the data should relate. Use this resource if your data are identified with a related elements check.

Please review the following data quality issues found in your LEA's original data submission:

**Zero Values**  
The LEA submits zero values for a majority or all questions across an entire module.  
*Next Steps: Review values entered in this module for accuracy. It is unlikely for the majority or all questions in this module to be zero.*

LEA-Wide	Flagged Module(s)
Sunshine School District	DISC

**Related Elements**  
The LEA reports inconsistent data within or across a module for related questions. See Guide for the Related Elements Checks for more information on these types of data quality issues and how to correct your data.  
*Next Steps: District or school was flagged for the following related elements check(s). See Guide to the Related Elements Check for more information on how to correct this issue.*

LEA-Wide	Associated Check(s)
Sunshine School District	PSCH_RS1

1

2

3

4

### REVIEW

The LEA was flagged for **Zero Values** in the **Student Discipline - Suspension, Expulsion, Corporal Punishment (DISC)** module and **Related Elements** in the **Preschool (PSCH)** module. The LEA will review these data to determine whether they need updates.

### DE-CERTIFY

The LEA has determined they submitted data in error. The LEA should **contact PSC to de-certify** their data submission.

### UPDATE

The LEA will review the **Next Steps** sections of the notice and **update its data in the DISC module** for accuracy. To address the **Related Elements** issues, the LEA will review the checks listed (**PSCH\_RS\_L**) in the [Guide to the Related Elements Checks](#) for steps on how to correct the issues.

### RE-CERTIFY

The LEA will **re-certify its data submission** after making updates to the DISC module data and data flagged by Related Elements checks.

Note that schools in the LEA were identified with **Related Elements**. This means data are inconsistent within or across a module for related questions. The user should review the checks listed here in the [Guide to the Related Elements Checks](#) for steps on how to correct this issue.

If your LEA does not need to make any updates to the data, then please provide an explanation or additional information to the PSC.

Telephone: 855-255-6901