

CBEDS 2019 Timeline and workflow

#	Items	Start Date	Due Date	Notes	Status
1	<p>Quyên Email data steward for CBEDS-ORA data collections</p> <ul style="list-style-type: none"> - Email Sites to inform CBEDS date and data monitoring - Email HR Staffing information - Email Fiscal Accurate Staffing Information - Collect from HR Estimated new hires (HR) & Work Visa Permit - Email different department with potential staffing split.(Special Ed, EL, IT, M&O) 	09/24/19	10/2/19		
2	Quyên extract preliminary data review from Galaxy	09/24/19	09/24/19		
3	SIS populate calendar & basic info in SIF and creates a word document for each school	8/21/19	8/25/19		
4	SIS enter data on word document (CDIF) from HR (Work Visa & New Hires)	09/24/19	10/2/19		
5	SIS/HR obtain list of Classified staff from Galaxy	10/2/19	10/2/19		
6	HR indicate staffing splits within the file (bilingual aids, special ed assistants, IT tech, custodian, ... any other classified staff with split assignment)	10/3/19	10/3/19		
7	Quyên checks classified staff listing format and generate report	10/4/19	10/4/19		
8	Ed Services staff enter data in word for each school and district form	10/9/19	10/9/19		
9	Ed Services staff enter data in word for each school and district form use the staff listing excel document and separate each school, department into a tab	10/9/19	10/9/19		
10	Quyên email ALL sites and departments the word documents, and excel document of the Classified Staff Listing for Review Ask the sites/departments to Email back verification by 10/18/19	10/11/19	10/18/19		
11	SIS staff collaborate with HR staff to update Galaxy and report as sites are sending changes	10/11/19	10/18/19		
12	All sites/departments should have responds if NOT SIS will follow up with each site/department	10/18/19	10/21/19		
13	Ed Services staff enter the data on CBEDS-ORA using the word documents (SIFs and CDIF) (data entry can start once school verified)	10/10/19	10/23/19		
14	SIS check data entry on CBEDS-ORA using the words document	10/10/19	10/24/19		
15	SIS create PDFs of each site report	10/24/19	10/24/19		
16	Quyên share PDFs with Ed Services Director - send the PDFs to Superintendent for approval	10/25/19	10/25/19		
17	Quyên certify the CBEDS ORA data	10/28/19	10/28/19		
18	CBEDS submission deadline		10/31/19		