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FILE: CCG-AP1AFA
CriticalBasic

EXPLANATION: DATA REPORTING

MSBA has recoded this procedure to policy AFA.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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~~STATE AND FEDERAL PROGRAMS ADMINISTRATION~~ DATA REPORTING (Data Reporting)

Timely reporting of data to state and federal authorities is important to the administration of district programs. Unless otherwise specified in Board policy or administrative procedures, the superintendent is responsible for the timely and accurate reporting of data to the Department of Elementary and Secondary Education (DESE), the U.S. Department of Education or other agencies in accordance with the annual data acquisition calendar provided by DESE.

The superintendent will make a record of the date on which data was reported and the entity to which the data was reported:

The superintendent and will provide a copy of all reports to the custodian of records.

Delegation of Responsibility

The superintendent may delegate reporting responsibility to other district staff as appropriate. Any person delegated reporting responsibilities will make a record of the date on which data was reported and the entity to which the data was reported; and will ensure that a copy of the report is provided to the custodian of records.

The following staff members are responsible for reporting the listed information:

Responsible Staff Member	Data Reported
Director of Special Services	Special Education, ELL/LEP Reports, Homeless, Hurricane Relief
Title I Director	Title I Program Reports
Assistant Superintendent	Title II, Title III, Title IV, Title V, State Grants, Core Data, Certification, MSIP, Career Ladder, Technology Reports, Assessment Reports
Director of Vocational Education	Perkins Grant, Career Education Reports, Adult Education, Literacy Reports

Responsible Staff Member	Data Reported
Director of A+ Schools	A+ Self-Monitoring Report
Food Services Director	Food Service Reports, Commodities Reports, Free or Reduced Lunch Reports
Director of Alternative Education	Missouri Options Program
Director of Health Services	Immunization and Health Reports

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Implemented: ~~Adopted:~~ 01/14/2008

Revised:

Camdenton R-III School District, Camdenton, Missouri