MSBO Specialist in Educational Data (SED) Certification Program Recommendation to New Classes
April 14, 2021

Current Program	*Recommended Changes*
Data Mining (3 hours): Review the educational data tools of the trade. Learn about how and when to use Excel, Access, XML to submit, retrieve and use the educational data available from your Student Information System, MI School Data, other data warehouses and directly from CEPI.	**Data Mining (3 hours) – no change**
Data Quality I (3 hours): A culture of data quality is the belief that good data is an integral part of teaching, learning, and operating your school. Data Quality I provides the initial foundational building blocks related to creating a culture of data quality. Identify the components of data quality, factors affecting data quality, collaboration opportunities, security and confidentiality, and the elements of a data audit.	**Data Quality I (3 hours) – no change**
Data Quality II (3 hours): The second in the Data Quality series focuses on data entry — getting things right at the source. The quality of data will improve when all staff understands how the data will be used and how data become information. Get information about coordinating data quality at the district level, identifying data flow and cycles, common data entry issues, the importance of communication, and the roles of various district staff in this process. Pre-requisite: Data Quality I.	**Data Quality II (3 hours) – no change**
Educational Data and Its Uses (3 hours): See first-hand how state reporting data is used from a variety of instructional and non-instructional perspectives. Included will be a review of the MI School Data website.	**Educational Data and Its Uses (3 hours) – no change**
Effective Communications (3 hours): Learn techniques and strategies to send clear messages, create credibility, and develop strategic communications programs that are effective for your school district.	**Effective Communication (3 hours) – no change**
Introduction to CEPI (3 hours): The Center for Educational Performance and Information (CEPI) or experts appointed by CEPI provide an in-depth overview of submissions impacting a variety of CEPI applications including the Michigan Student Data System (MSDS), the School Infrastructure Database (SID), Financial Information Database (FID), Educational Entity Master (EEM), Graduation and Dropout Application (GAD) and Registry for Personnel (REP). Information about P-20 longitudinal data systems may be included as needed.	**Introduction to CEPI (3 hours) – no change**

Current Program	Recommended Changes
Introduction to Pupil Accounting I (3 hours): Pupil Accounting I introduces staff new to pupil accounting to the Pupil Accounting Manual (PAM) and requirements related to count days. Included is a review of timelines, enrollment requirements and information about the three student populations as defined by the PAM.	**Introduction to Pupil Accounting I (3 hours) – no change**
Principles of Education (3 hours): Understand the educational process, culture of schools, major learning theories, teaching methodologies, school improvement, design of in-service programs, and the structure and function of the principalship	**Principles of Education (3 hours) – no change**
Pupil Accounting Legislative Primer (3 hours): Understanding the processes and procedures of pupil accounting requires a basic understanding of school funding, including knowledge of the State School Aid Act, the School Code, and Administrative Rules and how these elements intertwine and provide the cornerstone that drives the content of the Pupil Accounting Manual and the Pupil Auditing manual.	**Pupil Accounting Legislative Primer (3 hours) – no change**

State Reporting 101 (6 hours): Developed in close coordination with CEPI, Michigan Department of Education (MDE) and the Bureau of Assessment & Accountability (BAA), take an in-depth look at state reporting requirements and resources needed to complete the two General Collections, the End of Year Collection, TSDL, GAD and discuss the various special programs available to students today that impact state reporting (Section 25e, Section 23a, Early College, etc.) In addition, state reporting goes hand-in-hand with the instructional reporting completed by BAA. Therefore, participants will learn about the important connections and deadlines between Michigan School Data System (MSDS) and BAA reports. Participants will also receive information about MISchool Data and other data sources that will help you communicate better with administrators and teachers regarding data.	1. **We add a 3-hour session titled 'MSDS in Depth' with the following description - Learn the ins and outs of the MSDS system in detail during this course. Each component and characteristic will be covered, and all currently available resources from State and other agencies will be detailed.**
	2. **We add one of the following:**
	   a. **3 1-hour sessions:**
	      i. **A 1-hour course titled 'Student data privacy - FERPA and HIPPA rules' - Learn the regulations in place that protect student records from disclosure as promulgated by the two federal privacy acts, FERPA and HIPPA. Learn how and when student health and other information MUST, MAY and CANNOT be shared.**
	      ii. **A 1-hour session 'SRM Deep Dive' - The Student Record Maintenance (SRM) collection is the collection in MSDS used in the greatest variety of circumstances. Consequently, it is the most difficult to successfully report, due to its all-in-one nature. This training session will cover all the various needs for this collection, and help attendees gain a better grasp of how, when, and why to use this vital collection.**
	      iii. **A 1-hour session 'REP & TSDL Connections' - Learn the connections that exist between the TSDL and the REP systems to make sure your reports in each system**

	are complete, consistent, and reflect the reality of your District's circumstances. b. **Create a 3-hour course titled 'Topics in Pupil Accounting' - Several topics will be covered in this session that do not by themselves need 3 hours of content. Student Data Privacy will cover FERPA and HIPPA regulations. The SRM Deep dive will explain the details that make SRM submissions successful, and the connections between the REP and TSDL collections will be laid out and examined.**
Organizational Applications (3 hours): Learn how student data points are collected and how they are used by both internal and external customers from a Technology Director's perspective. Some of the topics the program will encompass are the various data points required (e.g., attendance, pupil accounting, discipline, tardy, scheduling, immunization, and Special Education, etc.) and internal and external data submission and reporting requirements. The presentation will also review the attributes required of a comprehensive student management information system including both a centralized and decentralized approach. Quality data and data warehousing will also be discussed.	**Organizational Applications (3 hours) – no change**
Team Leadership (3 hours): Learn how to match your leadership style with the culture of the organization. Matching leadership style to the cultural landscape will allow you to increase your productivity, decrease communication problems and strengthen your conflict management skills.	**Team Leadership (3 hours) – no change**
Technology Policies (3 hours): Get an overview of the policies and procedures that should be in place, including Acceptable Use Policies (AUP), network policies, e-mails, filtering of network, listservs, laptops, copyright, licensing, and software selection policies. Understand asset management, Web publishing, and the Children's Internet Protection Act (CIPA.)	**Technology Policies (3 hours) – no change**
Wrap-Up/Ethics (2 hours)	Wrap-Up/Ethics (2 hours) - no change
Electives (6 hours)	Electives (6 hours) – no change
Total 50 hours	Total 50 hours – no change
Renewal – 90 hours over 5 years	Renewal – 90 hours over 5 years – no change