

Data Quality Curriculum (DQC)
LEA ADMINISTRATOR TRACK SYLLABUS

COURSE INFORMATION

Course Description:

The LEA Administrator Track has been created especially for [Local Education Agency \(LEA\)](#) principals, building administrators, superintendents or those who approve reports related to data accountability and funding. This track focuses on the role that [LEA](#) leadership plays in data governance. Participants will develop or expand upon a data governance plan which exhibits the best practices of data analysis, interpretation and application to ensure increased student achievement and maintain regulation compliance.

No prerequisite is required for this track. *This track does not qualify for Module access.*

Course Requirements:

Participants will need the following to successfully complete the track.

- Internet Access
- Moodle Access
- Completion of all assigned online coursework on time
- Receive a 90% or higher final grade

Course Structure:

This course will be delivered through Moodle, an online learning platform (www.padqc.org/learn). Once on the DQC Moodle site, participants will access the online exercises, course materials, and resources. Moodle can be accessed through Firefox, Google Chrome, or Safari.

Moodle Access and Technical Support:

To gain access to Moodle, participants will need to register using the form on the DQC homepage. Moodle login information will be provided once the registration has been processed.

- Please allow 5-7 days for registration processing

If you need technical assistance at any time, please reach out to a DQC team member. You may refer to your welcome email for contact information.

Grading Information:

Quizzes are automatically graded through moodle. You will have 3 attempts on all quizzes.

Assignments are uploaded into moodle. They will be graded by an instructor.

- Please allow 7-10 business days for the grading of assignments

Act45/Act 48 Information:

This track is eligible for 33 Act 45 hours

Data Governance

- Forum Guide to Data Governance
- NCES Forum Guide to Longitudinal Data Systems
- PTAC Data Governance and Stewardship
- PTAC Data Governance Checklist
- Data Governance Committee Assignment
- LEA Data Governance Needs Assessment
- Data Governance Plan Accomplishments and Concerns Template
- Data Governance Action Plan Template
- Data Governance Plan Template
- Data Governance Assignment

Data Security

- PTAC Data Security and Management Training
- PTAC Data Security Checklist
- FERPA Rights Model Notification
- Data Quality Related Research for LEA Administrators Quiz

PIMS Overview

- General Overview of PIMS
- LEA Administrator Discussion Assignment
- Accuracy Certification Statement (ACS) Quiz

Resource Navigation Session

- Resource Navigation Exercise
- Resource Navigation Quiz

Act 45 PIL Log

DQC Certificate of Completion