

Data Quality Curriculum (DQC)  
LEA ADMINISTRATOR TRACK SYLLABUS

## COURSE INFORMATION

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### **Course Description:**

The LEA Administrator Track has been created especially for [Local Education Agency \(LEA\)](#) 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](http://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 Requirements**

- Act 45 PIL Log
- Professional Development Survey

## **DQC Certificate of Completion**