

Data Management Group Policy

Master Data Calendar

Policy Identification Number: DMG-2009-003-DQ

Policy Name: Master Data Calendar

Effective Date: June 25, 2009

Approval Authority: Data Management Group (DMG)

Statutory Reference: N/A

Policy Statement: The Division of Data, Research and Federal Policy is responsible for creating and publishing a consolidated master calendar, detailing a schedule of data collection, and key points in time, pursuant to DMG-2009-002-IN. The calendar shall be published by the end of February of each year and updated as needed.

Reason for Policy: According to State Board of Education policy TCS-C-017, the staff of NCDPI is responsible for annually disclosing to the local education agencies the reporting requirements for the year. In addition, the sharing of authoritative data between source systems is key to reducing duplication of effort as it relates to collecting data. Knowledge and understanding of each system's collection and reporting timeframe will be critical to this initiative.

Policy Details and Related Documents: The DMG is responsible for ensuring the addition, change, or deletion is in accordance with the Authoritative Data Elements Policy.

Related Documents: Policy DMG-2008-001-DQ Authoritative Data Elements.

Contacts: The Division of Data, Research and Federal Policy is the proponent of this policy. Questions related to this policy or exception to the policy should be directed to the Enterprise Data Manager at 919-807-3241.

Revision History:

Version #	Version Date	Source file	Description of Change	Author
002	9/11/2012	N/A	Updated Reason for Policy	Diane Dulaney

This policy applies to all data used by the agency in the performance of its mission. This data includes any that is collected, stored, processed, and/or disseminated using DPI information systems.