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| **Important - Please Read** |
| **Eight Rules for Submitting Timely & Accurate Special Education Data**  1. Keep your data up to date at all times. The more up to date the data, the less time it will take to prepare data for submission.  2. Read all the instructions and documentation related to the data collection.  3. Submit data as early as possible, but do not rush! Technology, weather, and other factors can suddenly keep a district from being able to submit data on the final day.  4. Join the Special Education Data Submitters GovDelivery Listserv and read all messages carefully. To join, please contact the Office Specialist in the Contact List on page 3.   * It is also important to update district/agency contact information annually in September and anytime there is a change via the IDEA Data Manager application under Agency on the Staff Contacts tab.   5. Train at least one backup person to submit, validate, and correct data for each data collection. Key people may get sick, injured, or leave without notice. Do not forget to have the District Security Administrator grant appropriate permissions to the backup staff member. Your District’s Security Administrator can be found on [District website](https://district.ode.state.or.us/apps/login/searchSA.aspx)[[1]](#footnote-1).  6. Backup data often to a secure location other than the hard drive (e.g., network drive or disk). Technological mishaps are sometimes unavoidable and frequently lead to loss of data.  7. Make a plan. Use the [Schedule of Due Dates](https://district.ode.state.or.us/apps/info/)[[2]](#footnote-2) to plan your data submission calendar.  8. Contact the data collection owner or a member of the data team at ODE as soon as possible if you have questions. We are here to help you.  **Following these rules throughout the year will help reduce the risk of your district becoming late and/or inaccurate.** |

1. https://district.ode.state.or.us/apps/login/searchSA.aspx [↑](#footnote-ref-1)
2. https://district.ode.state.or.us/apps/info/ [↑](#footnote-ref-2)