

To: Data Administrators, Technology Directors, Superintendents, Financial Officers, Non-public principals
From: Office of Information Technology
Date: September 18, 2020
Re: Data Exchange: Other Personnel (Non-Certified Employees) Data Submission & Implementation Update

Other Personnel (Non-Certified Employees)

The new Data Exchange solution for school reporting will be available to corporations and schools for submission of Other Personnel (Non-Certified Employees) data beginning October 1, 2020. The submission window will be available until October 30, 2020. Certification (sign-off) of data will take place between November 2, 2020 - November 6, 2020.

A Data Exchange Kickoff webex for corporations and schools will be held on September 29, 2020 from 11am-12pm. Register [here](#) to attend the webex.

Data Exchange Training will be available in IDOE Moodle beginning September 25, 2020. To access the training, login to the [Link Portal](#) using your local Google or Microsoft credentials. Click the Moodle tile, then search for the course "Data Exchange Training" and join the course. Training will include how to navigate the new system, how to complete and submit the Other Personnel (NE) template, and how to certify that these data are correct. Data Administrators, Superintendents, and Financial Officers are encouraged to review the training materials for submission and certification in Data Exchange. The certification process requires an electronic signature from both the Superintendent and the Financial Officer.

Other Personnel (NE) is a requirement for traditional public and charter schools. These data are reported to the State as aggregated counts and therefore are not likely to be sourced from the local SIS. Currently, no SIS Vendors are Indiana Ed-Fi Certified to allow direct transfer of data from the SIS to the department. Corporations and schools should plan to use the formatted Other Personnel template to complete the data submission process.

New resources for schools have been posted on the [Data Exchange website](#), including What's New with School Reporting and How to Prepare for Implementation.

Data Exchange Implementation Update

Data Exchange is the new modernized system and process for how data is transferred from schools to the IDOE and how corporations and schools access record level data in IDOE systems. Through a connection, called an API, your SIS will provide real-time data to the IDOE. Corporations and schools can access and view their data through the Data Exchange Validation Portal. Required school reporting data will be reviewed and certified through the Data Exchange Validation Portal.



All corporations and schools must certify the following data components via Data Exchange within the 2020-2021 school year:

- Other Personnel (Non-Certified Employees) (October, 2020)
- Attendance (July, 2021)
- Calendar (July, 2021)

The Other Personnel (NE) submission will utilize a formatted template for upload to the Data Exchange system. Prior to July 2021 certifications, all education entities should have an Indiana Ed-Fi compliant Student Information System. Corporations and schools should work with their SIS vendor to understand the vendor's commitment and timelines. The Department has made multiple attempts to contact all known SIS vendors. The Department keeps a current list of vendors who are working toward Indiana Ed-Fi Certification and encourages all schools to verify the status of their vendor [here](#).

If your vendor is not on the status list, the department strongly encourages corporations and schools to contact their vendor and request an update on their plans to become Indiana Ed-Fi certified. Vendors who choose **not** to become Indiana Ed-Fi Certified will **not** be able to connect to the Data Exchange API and will be considered out of compliance with the Department's data collection best practices.

If you have questions regarding this memo, please email dataexchange@doe.in.gov.