



Request To Submit Data Late Or Make Data Changes
PROCESS - CDC

REQUEST TO SUBMIT DATA LATE OR MAKE DATA CHANGES CONSOLIDATED DATA COLLECTION SUMMARY OF THE PROCESS

- Applicable to all data collections in the portal.
- Collection for all Public, Nonpublic, State Operated, ESU's, Interim and Postsecondary.
- Only districts/systems that would like to request to submit data late or make data changes past an Audit Window Close Date completes form.
- District/system makes a request.
- When request is submitted, an e-mail is sent to requestor, admin of the district or system if not the requestor, the NDE program owner and the NDE Helpdesk Administrator.
- NDE Helpdesk Administrator goes into the request and puts it "In Review". At this time, an e-mail is sent to requestor, admin of the district or system if not the requestor and the NDE program owner that the request is in review.
- While in review, the NDE Helpdesk Administrator takes "In Review" requests to the appropriate NDE committee for review. NDE program owners will be involved in the review process.
- Some requests may be handled without making data changes. These requests can be "Closed" by the NDE Helpdesk Administrator with authorization from the NDE program owner. Notification of this action will be sent via e-mail to requestor, admin of the district or system if not the requestor and the NDE program owner.
- NDE committee makes a recommendation to APPROVE or DENY. Deputy Commissioner has final approval.
- If Approved, NDE Helpdesk Administrator works with the District/System to update any information necessary, then selects APPROVED on the review page. At this time, an e-mail is sent to requestor, admin of the district or system if not the requestor and the NDE program owner that the request has been approved. Request is then removed from the "Active" list.
- If Denied, NDE Helpdesk Administrator selects DENIED on the review page. At this time, an e-mail is sent to requestor, admin of the district or system if not the requestor, the NDE program owner that the request has been denied. Request is then removed from the "Active" list.
- Changes to Cohort will continue to be requested through the Graduation Cohort Analysis and Resolution Request collection in the Consolidated Data Collection.