



Checks and Balances for Special Education Data Entry

- **EMIS Coordinator Training:**
 - The EMIS Coordinator will attend A-site training at least **six (6) times per year** to stay informed on state reporting requirements and updates.
- **Data Review Meetings:**
 - The **EMIS Coordinator, Special Education Secretary, and Special Services Coordinator** will meet at least **twice a year** to review updates and check data entry for errors.
- **Crosscheck Program Utilization:**
 - The **Crosscheck program** from the A-site will be used to identify errors.
 - The program will be run **monthly** to ensure data accuracy.
- **Ongoing Communication & Collaboration:**
 - Active communication regarding data entry errors will occur **as needed** through phone conferences and emails.
 - Staff will work together to address issues as they arise during the workday.