

**Policy
DATA REPORTING**

Descriptor Code: AFA

Timely reporting of data to state and federal authorities is important to the administration of district programs. Unless otherwise specified in Board policy or administrative procedures, the superintendent is responsible for the timely and accurate reporting of data to the Department of Elementary and Secondary Education (DESE), the U.S. Department of Education or other agencies in accordance with the annual data acquisition calendar provided by DESE.

The superintendent will make a record of the date on which data was reported and the entity to which the data was reported and will provide a copy of all reports to the custodian of records.

Delegation of Responsibility

The superintendent may delegate reporting responsibility to other district staff as appropriate. Any person delegated reporting responsibilities will make a record of the date on which data was reported and the entity to which the data was reported and will ensure that a copy of the report is provided to the custodian of records.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Raytown C-2

Date Adopted: 8/8/2016

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