

## CBEDS 2023 Timeline and workflow

#	Items	Start Date	Due Date	Notes	Status
1	Quyen Email data steward for CBEDS-ORA data collections <ul style="list-style-type: none"> <li>- Email Sites to inform CBEDS date and data monitoring</li> <li>- Email HR Staffing information</li> <li>- Email Fiscal Accurate Staffing Information</li> <li>- Collect from HR Estimated new hires (HR) &amp; Work Visa Permit</li> <li>- Email different department with potential staffing split.(Special Ed, EL, IT, M&amp;O)</li> </ul>	09/29/23	10/04/2023		
2	SIS populate calendar & basic info in SIF and creates a word document for each school	09/29/23	10/2/2023		
3	SIS enter data on word document (CDIF) from HR (Work Visa & New Hires)	09/29/23	10/04/2023		
4	SIS/HR obtain list of Classified staff from Galaxy	10/04/23	10/04/23		
5	HR indicate staffing splits within the file (bilingual aids, special ed assistants, IT tech, custodian, ... any other classified staff with split assignment)	10/10/23	10/10/23		
6	Quyen checks classified staff listing format and generate report	10/12/23	10/12/23		
7	SIS staff enter data in word for each school and district form	10/12/23	10/13/23		
8	SIS staff enter data in word for each school and district form use the staff listing excel document and separate each school, department into a tab	10/12/23	10/13/23		
9	Quyen email ALL sites and departments the word documents, and excel document of the Classified Staff Listing for Review Ask the sites/departments to Email back verification by 10/16/23	10/16/23	10/16/23		
10	SIS staff collaborate with HR staff to update Galaxy and report as sites are sending changes	10/16/23	10/19/23		
11	All sites/departments should have responds if NOT SIS will follow up with each site/department	10/19/23	10/23/23		
12	SIS staff enter the data on CBEDS-ORA using the word documents (SIFs and CDIF) (data entry can start once school verified)	10/18/23	10/23/23		
13	SIS check data entry on CBEDS-ORA using the words document	10/13/23	10/19/23		
14	SIS create PDFs of each site report	10/20/23	10/21/23		
15	Quyen share PDFs with Ed Services Director - send the PDFs to Superintendent for approval	10/24/23	10/25/23		
16	Quyen certify the CBEDS ORA data	10/26/23	10/26//23		
17	CBEDS submission deadline		10/27/23		