Data Collector Local Education Agency (LEA) Roles Form

Please read the below information about LEA Collector Roles. Once you understand each role complete page 2 providing the name and role(s) you wish to assign to the EMIS Coordinator, Treasurer, Secretary and/or Superintendent. Please keep in mind that every district should have at least 2 people designated as a LEA Collector and LEA Submitter.

Action (Part)	LEA Collector	LEA Submitter	LEA Reviewer
Starting a Data Collection (A)	X		
Monitor Collection Progress (B)	X		
Prepare Report (C)	X	X	
Review Report and Validation Errors (D)	X	X	X
Certify and Submit Data (E)		X	
Monitor Submission Process (F)	X	X	
Level II Validation Correction and Resubmission (G)	X	X	X

What are the District Roles?
- LEA Reviewer:
    - CAN
        - Review error reports
        - Generate preview of reports and review reports
        - Monitor status of collections and submissions
    -**CANNOT**
        -Upload flat files
        - Collect data
        - Submit data
- LEA Collector:
    -CAN
        - Upload flat files
        - Collect data
        - Review error reports
        - Generate preview of reports and review reports
        - Monitor status of collections and submissions
    - CANNOT
        - Cannot submit data
- **LEA Submitter:**
    - CAN
        - Review error reports
        - Generate Preview of Reports and review reports
        - Certify and Submit data
        - Monitor status of collections and submissions
    - CANNOT
        - Collect data
        - Upload flat file

H/CCA

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Phone: (513)728-7997   Fax: (513)728-7973 or email to accessforms@hccanet.org

District Name: _____

LEA DATA COLLECTOR NAME & POSITION:

First Name: _____

Last Name: _____

Position: _____

DASL Username if applicable:_____

DATA COLLECTOR ROLE: (Please check as many roles as you want the LEA

Collector to perform)		

LEA Collector   LEA Submitter   LEA Reviewer

Superintendent Signature: _____

Date: _____