



# DATA LOCKDOWN

The data lockdown for Oklahoma begins on March 14<sup>th</sup> 2016. Once the lockdown begins, only the DLM Service Desk will be able to make changes in students' accounts. The changes will take 5 -7-business days.

## Why is there a data lockdown this year?

### A. Routing problems and incorrect testlets resulting in testlet invalidations:

Last year, changes made after enrollment began and during the state's testing window were a significant cause of the problems where students had routing problems and received incorrect testlets.

### B. Multiple and partial records:

Late data changes also resulted in multiple records in the General Research File and aggregate reports. Some individual student score reports had duplicate and partial records.

<b>NOT</b> available during data lockdown	Available during data lockdown
<b>(procedures from the Data Steward Manual)</b>	
<b>Manage Enrollment Data</b> <ul style="list-style-type: none"> <li>• Upload an Enrollment File</li> <li>• Change Enrollment Data Previously Uploaded</li> <li>• Edit a Student Record Manually</li> <li>• Remove a Student from Educator Portal</li> <li>• Load a TEC File</li> <li>• Transfer a Student Manually</li> <li>• Transfer a Student Using CSV Upload Templates</li> </ul> <b>Manage Roster Data</b> <ul style="list-style-type: none"> <li>• Upload a Roster File</li> <li>• Change Roster Data</li> <li>• Create a Roster Manually</li> </ul>	<b>Manage Enrollment Data</b> <ul style="list-style-type: none"> <li>• Add a Student Record Manually <i>only for new student</i></li> </ul>
<b>(procedures from the Test Administration Manual)</b>	
	<b>Manage Student Data</b> <ul style="list-style-type: none"> <li>• Complete Access (Personal Needs &amp; Preferences) Profile</li> <li>• Complete the First Contact Survey</li> <li>• Edit previously entered FC and PNP</li> </ul>

## The Process for submitting requests during Data Lockdown

1. Only the State and District Test Coordinators may submit requests during the data lockdown.
2. The authorized user (DTC) contacts the DLM Service Desk requesting a data change during lockdown.
  - a. The user can call the DLM Service Desk 855-277-9751.
  - b. The user can e-mail the DLM Service Desk, making the subject of the e-mail, "DATA LOCKDOWN REQUEST."
3. The Service Desk sends the HawkDrive and password in two separate e-mails back to the requestor.
4. Using one of the nine templates ([found here](#)), the requestor enters information in the appropriate template, double-checking that all information is correct and all required fields are completed. Incorrect information or an incomplete template will slow down the change request process.
5. The requestor uploads the template into the HawkDrive and is received automatically by the DLM Service Desk.
6. The request is processed which takes 5-7 business days, and the requestor is notified that the change has been completed.

## New Student

When a new student moves into a state, the following steps needed are:

1. The student must be assigned a state identifier.
2. The student must be enrolled using the User Interface.
3. The template for rostering the student must be securely submitted to the DLM Service Desk, using the HawkDrive, which will take 5 – 7 days.
4. While awaiting for the student to be rostered, the teacher must complete the First Contact Survey and the Personal Needs and Preference Profile (PNP).
5. Lastly, the student will need to be tested.

The number of days needed for the above steps would likely be a minimum of 15 business days.

However, the number of days for testing a student could be shortened according to guidance provided by a state decision.

**CAUTION:** The DLM Service Desk has been instructed to rigidly adhere to the FERPA laws. If a state authorized requestor submits a template as an attachment to an e-mail, or if a requestor embeds in the body of an e-mail any student identifiable information, (commonly referred to as PII), the requestor will be notified that the Service Desk will not be able to process an illegally submitted request. The SEA for the requestor's state will be notified of the FERPA violation.