

What optional data should we upload to STEER?

Guide and checklist



Just fill in this document and pass it to your IT manager before they do the import

Data type	Tick if you want to import
Email Recommended To send out student log-in details before assessments. Email can also be used as student username [if emails contain personal data, an alternative to the STEER Standard Data Processing Agreement should be in place]	☐
Username Recommended Will be generated by the platform from the name code, last 4 digits of the ID plus school year if they are not included in the data transfer. Your own student emails/usernames may be added but should follow the agreed name coding convention for your setting.	☐
House Recommended To enable Heads of Houses to filter data to see their House assessments in isolation and to identify cohort trends If your school has multiple house types (like academic and boarding) then you may want to express your preference to your IT manager.	☐
Form Set/Tutor Group Recommended To enable tutors to filter data to see their tutor group assessments in isolation	☐
Form Teacher/Tutor To enable tutors to filter data to see their tutor group assessments in isolation	☐

Boarding Status

To allow you to compare trends between boarding students and day students

☐

SEN

To allow SEND departments to track students' data, and look for emerging trends among groups

☐

SEN Need

To allow SEND departments to track students' data, and look for emerging trends among groups

☐

EAL

To allow SEND departments to track students' data, and look for emerging trends among groups

☐

Looked After Child

To enable careful monitoring of student groups who may have additional factors to contend with.

☐

Nationality

To identify trends between cohorts. Can be dual/multiple if applicable

New Student

To track the transition of this cohort

☐

Pupil Premium

To enable careful monitoring of this group and to monitor trends

☐

Free School Meals

To enable careful monitoring of this group and to monitor trends

☐

Gifted and Talented

To identify emerging cohort trends amongst students with particular abilities

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