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	П
Farms Tagabay/Tutay	_
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

 \Box

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