

Preparing 3rd Party Data Files for Upload to Your Otus District

Please use the following checklist to ensure that the data files being shared meet Otus' basic requirements for upload to your Otus district, and can be uploaded in a speedy manner.

Once we receive your data files via ShareFile, our team will reach out to you once your scores are ready for review in your Otus district. We will email you with any questions regarding missing and/or incomplete information, and from there we can work together to fill in any of the blanks; we won't be able to process the data until missing and/or incomplete information is provided.

Rostering Information

- ☐ **CURRENT:** *Are students rostered in your Otus district for the current school year?*
- ☐ **HISTORICAL:** *Are graduated and/or exited students rostered in your Otus district for previous school years?*

Data File-Specific Information

- ☐ **FILE FORMAT:** *Is the file in spreadsheet format (eg. .csv, .xlsx, .xls, .numbers)?*
- ☐ **CURRENT DATA:** *Does the file contain data for currently-rostered students & current school year?*
- ☐ **HISTORICAL DATA:** *Does the file contain data for historically-rostered students & historical school years?*
- ☐ **STUDENT-LEVEL DATA:** *Is the file comprised of scores for individual students (eg. each student has their own row(s) of data)?* Note: We cannot upload site or district-level summary data (eg. average scores per building).
- ☐ **IDs:** *Does the file include unique Student IDs (eg. SIS ID, State ID, Student Number, etc.) that have been shared with Otus OR Student Emails that were used to roster students in Otus?*
- ☐ **HEADERS:** *Does the file include descriptive column headers?*
- ☐ **DATES:** *Does the file include dates?*
- ☐ **SCORES:** *Does the file include scores?*

Feedback to District:

QUESTIONS? Please don't hesitate to reach out to your CXP and/or email clientdata@otus.com - we're happy to help!