

## 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

**HCC**

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**Phone: (513)728-7997      Fax: (513) 931-7202 or email to [accessforms@hccanet.org](mailto: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)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEA Collector	LEA Submitter	LEA Reviewer

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_