

## Suggested Data Entry Sequence

Entering complete data in DASL is a big project and happens at a busy time of year. We recommend a couple of strategies to reduce stress and contribute the highest data quality:

- Enter the data in smaller chunks. Adjust the suggested sequence below as needed to align with your school's calendar;
- Complete your initial data entry well before the deadline so that you have time to review and address any errors well before data entry closes.

Here is the suggested sequence:

	Category	Subcategory	Data for school year:
<b>June</b>	<b>School and Students</b>	<i>School Characteristics</i>	New
		<i>School Facilities</i>	New
	<b>Tuition and Fees</b>	<i>All</i>	New
	<b>Administrator Salaries</b>	<i>All</i>	New
	<b>Executive Compensation</b>	<i>All</i>	New
<b>July</b>	<b>Advancement</b>	<i>All</i>	Previous
	<b>Teacher Salaries</b>	<i>All</i>	New
<b>August</b>	<b>Employee and Board Information</b>	<i>All</i>	New
	<b>Employee Benefits and Salary</b>	<i>All</i>	New
	<b>Financial Aid</b>	<i>All</i>	New
<b>September</b>	<b>School and Students</b>	<i>Enrollment</i>	New
		<i>Student Diversity</i>	New
	<b>Admission and Attrition</b>	<i>All</i>	Previous and New
	<b>Financial Operations</b>	<i>All</i>	Previous

June 11, 2020 – Data Entry Opens

October 15, 2020 – Data Entry Closes

Our team is here for you and glad to help! [daslhelp@nais.org](mailto:daslhelp@nais.org) 202-973-9700