
Fall Data - TASQ Data Collection

Overview

Components

The Fall Teacher Assignment, Salary and Qualifications (TASQ) data collection consists of three forms:

- **Form 1530:** FTE Employees by Program, which is completed at the district level
- **Form 2001:** Educator Information, which is completed at the school level
- **Form 2003:** Report on Educator Salaries, which is completed at the district level

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NOTE: All data collected in the above forms are based on a "snapshot" date of September 30, 2011.

The TASQ Data Verification consists of:

- one district level echo check for Forms 2001 and 2003.

Purpose

The information on these forms is used to analyze educator supply and demand, compare staffing levels between districts and to produce various reports regarding educator characteristics, such as salary information and work assignments.

Time Frame

August 15, 2011 to November 18, 2011

Critical Dates for 2011

August 15	Electronic distribution of information packages
September 30	Snapshot date
October 14	Completed 2001, 2003 forms arrive at the Ministry
October 24	Echo reports sent to district offices
October 31	Completed 1530 forms arrive at the Ministry
November 4	Corrected echo reports arrive at the Ministry
November 14	2003 Sign-offs faxed to districts
November 18	Sign-offs received from districts TASQ database closed

General Collection Procedures

- District offices print off Forms 1530, 2001 and 2003, including completion instructions from the Ministry web site.
- District offices complete Forms 1530 and create a 2003 data file.
- District offices distribute Forms 2001 (and their completion instructions) to the schools.
- Teachers complete Forms 2001 where required.
- Schools return Forms 2001 to their district office for preliminary checking.
- District offices review data and may choose to correct errors before submitting forms.
- The forms and data files are then forwarded to the Ministry by the district contact person.

General Verification Procedures

- The Ministry processes the data and sends an echo check to the district offices.
- District offices are responsible for ensuring that echo reports for Forms 2001 and 2003 are verified, corrected and returned to the Ministry.
- Ministry enters corrections.
- Sign-off reports are produced and faxed to districts.
- Districts sign off data and return signed packages to Ministry.