

## MISSING DATA PROCESS

*Ensuring key data is recorded*

The Missing Data Process ensures that key data collection requirements are being met for reporting purposes. Schools can define data fields that should be populated within all student records, with the option of defining specific fields as required before a prospective student can be accepted. The database can be queried for missing information and then students notified about needed information, directing them to a form to provide their missing data, which is then processed to populate the desired/required fields.

The Desired Information screen is used to define the data fields that should be populated with student information, the default letter text that can be sent to students asking them to provide the missing information, and the ID of the form that will allow students to provide their missing data. Multiple data sets can be created with one being defined in the Admissions module parameters as the set of data required for someone to be accepted as a student. Missing data screens for Admissions and Student Records can be used to find students with any missing data and to send an email requesting the missing information.

This process is particularly valuable for those individuals responsible for IPEDS and other reporting to ensure that students' information is complete. Missing information can be gathered on current students and requirements set for incoming students, safeguarding that their records are complete when they are moved over to the Student Records module. In addition, prospective and current students benefit from not being excluded from reports or communications because of missing data and from not receiving piecemeal requests for missing information.

