Department of Education (DOE) Data Publishing Instructions

Layout Requirements

- The first three sheets of your file must be to the *data dictionary sheets* (described in detail below).
- The fourth sheet must be a *master sheet* that contains all data.
- All sheet tabs must have unique names.
- *No* empty sheets are permitted.
- Each sheet must have a single row header, with text beginning in cell A1.
- Do not merge cells, do not skip rows and/or columns, and do not leave cells blank. Cells with no data should have the text “No Data” or “This cell intentionally left blank”.
- Save the spreadsheet and give the file a descriptive name.

Data Dictionary (Local Law 107 0f 2015)

The first three sheets of the spreadsheets must be Dataset Info, Column Info, and Dataset Revision History, which are described in detail below.

1. Dataset Info

This sheet must have the following cells:

General Attributes	**Description**
Dataset Name	*Insert Information here*
Agency Name	*Insert Information here*
Update Frequency	*Insert Information here*
Dataset Description	*Insert Information here*
Dataset Keywords	*Insert Information here*
Dataset Category	*Insert Information here*
Why is this data collected?	*Insert Information here*
How is this data collected?	*Insert Information here*
What does each record represent?	*Insert Information here*
How can this data be used?	*Insert Information here*
What are the idiosyncrasies or limitations of the data to be aware of?	*Insert Information here*
List any additional information in order to provide context to the data for someone not familiar with your agency's operations.	*Insert Information here*

2. Column Info

This sheet must have, at the least, the following headers. Please fill in the corresponding cells.

Column Name	**Column Description**	**Term, Acronym, or Code Definitions**	**Additional Notes (where applicable, include the range of possible values, units of measure, how to interpret null/zero values, whether there are specific relationships between columns, and information on column source)**
Insert Information here	*Insert Information here*	*Insert Information here*	*Insert Information here*
Insert Information here	*Insert Information here*	*Insert Information here*	*Insert Information here*

3. Dataset Revision History

This sheet must have the following headers and revision information.

Version	**Date**	**Change Highlights**	**Comments**
Insert Information here	*Insert Information here*	*Insert Information here*	*Insert Information here*
Insert Information here	*Insert Information here*	*Insert Information here*	*Insert Information here*

Address Standards (Local Law 108 of 2015)

If your data has address information, at a minimum it should include the following standard fields:

- Number
- Street
- Unit
- Postcode
- Borough

Additional Open Data Legislative Requirements

- Local Law 106 of 2015 – Preservation of row level data
- Local Law 109 of 2015 – Public response timelines
- Local Law 110 of 2015 – Synced and timely update of data

Automated Delivery of Data

- The Open Data team can automate data updates, to simplify the publishing process