

## Department of Education (DOE) Data Publishing Instructions

### Layout Requirements

- The first sheet must contain all data of the dataset.
- The next three sheets of your file must be the Data Dictionary sheets (described in detail below).
- All sheets must have unique names.
- No empty sheets are permitted.
- Each sheet must have a single row header, with text beginning in cell A1, and cell A1 selected when saved.
- 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, with the school year at the beginning in this format: 2017-18

### Data Dictionary ([Local Law 107 Of 2015](#))

Following the sheet containing your data, the next three sheets of the spreadsheet must be Dataset Info, Column Info, and Dataset Revision History – respectively. They are described in detail below.

#### 1. Dataset Info

This sheet must have the following cells:

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

## 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)
<i>Insert Information here</i>	<i>Insert Information here</i>	<i>Insert Information here</i>	<i>Insert Information here</i>
<i>Insert Information here</i>	<i>Insert Information here</i>	<i>Insert Information here</i>	<i>Insert Information here</i>

## 3. Dataset Revision History

This sheet must have the following headers and revision information.

Version	Date	Change Highlights	Comments
<i>Insert Information here</i>	<i>Insert Information here</i>	<i>Insert Information here</i>	<i>Insert Information here</i>
<i>Insert Information here</i>	<i>Insert Information here</i>	<i>Insert Information here</i>	<i>Insert Information here</i>

### 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