

Using the School Attendance Districts Metadata Template

Before importing the template using ArcCatalog or other tool, use the text version of the template to find and replace as follows (use a text editor to edit/replace; do not use MS WORD with metadata to avoid inadvertent formatting).

Replace ZZZZZ with the name of your county or replace "ZZZZZ County" with the name of your city or town

Replace GGGGG with the name of your department (contact organization, e.g., Land Records Department, Information Technology Services, GIS Department, etc.)

Replace PTTTT with the name of your contact person

Replace WWWWW with the position of your contact person (e.g., Land Records Supervisor, Tax Assessor, Information Technology Services Director, GIS Coordinator, etc.)

Replace AAAAA with the street address of your office (number name suffix)

Replace TTTTT with the name of your city or town (address)

Replace 99999 with the postal zip code of your office

Replace NNNNN with contact telephone number

Replace FFFFF with contact fax number

Replace UUUUU with the URL for online access (there may be more than one URL for different purposes)

Replace EEEEE with contact email address

Check and edit all dates using the format YYYYMMDD, YYYYMM or YYYY depending on the availability of year, month and day.

Note: publication date represents the last update of the dataset.

Under Identification Information, check and edit access constraints and use constraints to be consistent with your jurisdiction's policies.

Check and edit the attribute accuracy report to reflect your procedures.

Under Data Quality, check process steps and edit to reflect your specific steps.

Check to see if the last process step is "import metadata" which you do not need to keep (delete the step).

CGIA

Check the “publication place” for data created by a contractor (template assumes same town as your address).

Compare the names and order of attributes in the metadata template and your publication set of school attendance districts. The metadata attribute text can be shuffled using cut and paste to line up with your data (or change the field order in your data if easier).