SOUTH DAKOTA DEPARTMENT OF EDUCATION

Data Access Policy

DOE Data Management Office (605) 773-3248

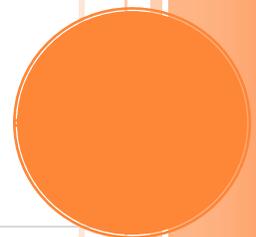05/05/2015

TABLE OF CONTENTS

Contents

POLICY STATEMENT

The South Dakota Department of Education (DOE) collects education records from local schools and districts in accordance with federal and state laws and regulations. Data is utilized for federal and state reporting, funding calculations, and research. All student data maintained by DOE is protected as required by the Family Educational Rights and Privacy Act (FERPA), South Dakota statute, and DOE policies and procedures.

DOE does not permit access to, or disclosure of, student education records or personally identifiable information contained therein except for purposes authorized under FERPA. Furthermore, DOE protects information obtained through the United States Department of Agriculture free/reduced lunch program. Data collected through these measures is not released except as allowed in 7 C.F.R.245.6.

PURPOSE

This policy document establishes the procedures and protocols for accessing, maintaining, disclosing, and disposing of confidential data records, including data records containing personally identifiable information about students, personnel, and free/reduced lunch programs.

SCOPE OF POLICY

These policies and procedures apply to all employees and contractors of the DOE and are applicable to other entities requesting access to confidential, sensitive, or restricted information.

Related policies, laws, operating procedures and other documents which contain directives that apply to agency confidential, sensitive and restricted enterprise information include:

- Family Educational Rights and Privacy Act (FERPA) 34 CFR, Part 99 located at http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
- USDA Food and Nutrition Service National School Lunch Program at http://www.fns.usda.gov/cnd/lunch
- IDEA Law - 34 CFR 300.560–300.577
- PPRA Law - 20 U.S.C. § 1232h; 34 CFR Part 98

- Children's Online Privacy and Protection Act - 16 CFR Part 312
- SDCL 13-3-51.4
- Data Sharing Agreements between DOE and outside agencies or entities

DEFINITIONS

A. <u>Authorized Representative</u> refers to any entity or individual designated by a State or local educational authority to conduct any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs (FERPA 34 C.F.R. § 99.3).

B. <u>Certified Staff</u> include school district staff performing services for which a certificate is required. This includes teachers, administrators and school service specialists.

C. <u>Classified Staff</u> include school district staff who provide educational services but are not certified by the DOE.

D. <u>Confidentiality</u> refers to how personally identifiable information collected by schools, districts, and agencies is protected and when an individual's consent is required to disclose.

E. <u>Data Requirements</u> give written description of data requirements associated with data requests.

F. <u>Data Collection</u> includes any collection of educational records, which may include data collected in an enterprise-level system (e.g., Student Information System) or through alternate collection means.

G. <u>Data Request</u> refers to any request made to DOE by an outside entity for data associated with educational records.

H. <u>Data Sharing Agreement</u> refers to the data disclosure and confidentiality agreement between the DOE and the entity requesting data.

I. <u>De-identification</u> is a process which renders data safe to utilize and share by removing or obscuring all identifying fields such as name or identification numbers, thus making it difficult to identify an individual based on a combination of variables.

J. <u>Directory Information</u> refers to information from student education records that may be disclosed, without consent. "Directory" information such as a student's name, address, telephone number, date of birth, honors and awards, and dates of attendance are included. However, schools must tell parents and eligible students about directory information and allow parents/guardians and

eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Since DOE does not know if a parent has requested their school district to exclude their child's information from the release of directory information, DOE does not release directory information for any students. Requests for directory information must be made directly with the individual school district.

K. <u>Disclosure or Disclose</u> means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written or electronic means (internally or externally).

L. <u>Education Record</u> describes any information or data recorded in any medium, including but not limited to handwriting, print, system, which contains information directly related to a student, school or district (including personnel records) and which are maintained by an educational agency or institution or a person acting for such agency or institution. See 20 U.S.C. 1232g(a)(4)(A); 34 C.F.R. 99.3.

M. <u>Educational Programs</u> refers to any program under the provision of education including but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency, DOE, or institution (FERPA regulations 34 C.F.R. § 99.3).

N. <u>Eligible Student</u> refers to a student under the age of 18 who is enrolled in a South Dakota post-secondary educational institution or one who is over the age of 18. An eligible student has the right to access his or her education records, the right to seek to have the records amended, the right to control the disclosure of personally identifiable information from the records, and the right to file a complaint with the U.S. Department of Education. Eligible students will be assigned a unique student identifier number. (FERPA regulation 34 C.F.R 99.3)

O. <u>Family Educational Rights and Privacy Act of 1974 (FERPA)</u> is a federal law designed to protect the privacy of student education records and to allow

students, their parents and/or legal guardians' access to the student's educational record.

P. <u>Free and Reduced Price Lunch</u> data refers to information collected from the application of the federal Free and Reduced Meal program and is protected by federal laws and regulation 7 C.F.R. 245.6 which governs its confidentiality and disclosure.

Q. <u>South Dakota Student Information System (Infinite Campus</u>**)** – authoritative source system at DOE for student level information entered and maintained at schools and districts.

R. <u>Legitimate Educational Interest</u> - for the purposes of this policy, is an endeavor meant to further the understanding of educational practices, methods, and/or theory that is expected to be analyzed and is: (1) necessary for that school official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school; (3) relevant to the accomplishment of some task or to make a determination about the student; and (4) consistent with the purposes for which the data are maintained.

S. <u>Linkage</u> consists of the ability to combine educational records through use of common identifiers for the purpose of research or re-identification.

T. <u>Notification of Directory Information -</u> Directory information policy allows for the publication of information from records for certain school publications, like yearbooks, athletic programs, or honor roll lists. The policy must explain how parents/students can opt-out of the release of this information.

U. <u>Notification of Rights Under FERPA</u> - This notification explains that LEAs must annually inform parents and students 18 and older of their rights under FERPA. These rights include to inspect and review educational records, seek to amend the records, and consent for disclosure of records except as specified by law.

V. <u>Paraprofessionals</u> include staff that are instructional aides assigned to assist a teacher in activities requiring minor decisions regarding students.

W. <u>P20 Data Collaborative</u> is a joint effort between the DOE, the South Dakota Board of Regents (BOR), and the South Dakota Department of

Labor and Regulation (DLR) to share data between K-12, Post-Secondary, and workforce. This collaboration seeks to allow linkages between data systems from early childhood, K-12, postsecondary and other sources to allow stakeholders to develop a broader understanding of the implications that programs and policies have on our state.

X.   Personally Identifiable Information (PII) includes the name and address of the student and the student's family; a personal identifier, such as the student's Social Security Number, student id, other indirect information, such as the student's date and place of birth and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of relevant circumstances, to identify a student with reasonable certainty.

Y.   Personnel Record Form (PRF) – authoritative source system at DOE for staffing information entered by districts.

Z.   Privacy defines the right of individuals to have their personal information adequately protected to avoid the potential for harm, embarrassment, inconvenience, and/or unfairness.

AA. Re-disclosure describes the sharing or use of data collection beyond the original, approved intent.

BB. Security means technical procedures that are implemented to ensure that records are not lost, stolen, vandalized, illegally accessed, or improperly disclosed.

CC. State Student Identification Number is a unique number assigned by the Student Information System to track student and education records.

DD. Student refers any person who is or has attended a public or accredited non-public school and for whom an educational agency or institution maintains education records. See 34C.F.R. 99.3.

EE. Suppression denotes withholding information from publication. Some information is withheld from publication to protect the privacy of student groups with very small numbers that could lead to a disclosure.

FF. Vendor-Partner includes any DOE contract holders with access to education records.

INFORMATION COLLECTED AND MAINTAINED

DOE collects, through the South Dakota Student Information System and other collection methods, education records on South Dakota schools, districts, students and district personnel including:

1. Personally identifiable information which identify each student. These data may include, but are not limited to name, state student identification number, address, race/ethnicity, gender, date of birth, place of birth, social security number, economic status;
2. Participatory data including attendance, student progress, grade level completed, school attended, academic work completed, assessments, and date of graduation. This includes performance data from multiple sources, such as the statewide assessment, Advanced Placement tests and ACT;
3. Program data including eligibility for special education, special education services provided to the student, free and reduced price meal plan records, English Language Learner services, homeless information, and migrant status, as well as eligibility for other compensatory programs and other special program services provided to the student;
4. School and district data that includes information on school facilities, teacher certification data, teacher preparation programs, degrees held by teachers, teacher of record, courses and rosters, administrators and staff, salary data, and aggregate teacher/principal evaluations by performance levels. All evaluation records are considered personnel information and are not open to inspection or copying pursuant to SDCL 13-42-70.
5. Financial data is collected at the state and local school district levels in the way of budgets and expenditures (annual submission).

Education records may be maintained in one or more data systems. All DOE systems and collections shall be subject to this policy.

MEASURES TO MAINTAIN CONFIDENTIALITY

DOE shall utilize various procedures and security measures to ensure the confidentiality of education records. These procedures include assignment of a unique identifier to each student, security protocols, and suppression rules.

State Student Identification Number

All students in South Dakota are assigned a unique State Student Identification Number. The State Student ID is computer-generated and contains no embedded meaning. The student locator tool in the South Dakota Student Information System assigns the unique ID, which is then used to identify transfer students to avoid creating multiple IDs for a single student.

When student data is used for research purposes, de-identification protocol must be followed to ensure confidentiality. De-identification involves the removal of personally identifying information in order to protect personal privacy. With the exception of disclosure of education records for audits and evaluations and studies as defined by FERPA, data is provided in a de-identified or aggregate form. Social security numbers, names, date of birth or other identifiable data is excluded.

Data Security Protocols

DOE has measures in place to maintain the security of the records. All employees receive training on the confidential nature of educational data and are required to sign a confidentiality form. Only employees whose job duties require them to have access to confidential data are granted permissions to data systems containing this information. DOE maintains a current listing of agency personnel who have access to personally identifiable student information.

Security of educational records is divided into two distinct areas of responsibility. The first area is Information Security and Integrity. This includes the systems and processes put in place to prevent unauthorized access to systems and the data contained in those systems. The second area is classified as User Responsibility. This includes the processes put in place to ensure that those with access to confidential data take the necessary steps and precautions to keep the data they have access to, out of the hands of those who are not authorized to utilize this data.

Information Security and Integrity - The security and integrity of information collected by the DOE is kept secure through various security protocols put in place by the state's Bureau of Information and Technology (BIT). BIT is tasked with maintaining a secure environment for all data systems that contain both student and school personnel data. A graphical representation of BIT's layered security model is below.

Data

Information System

Computer Platform

Network Access

Physical Access

User Education
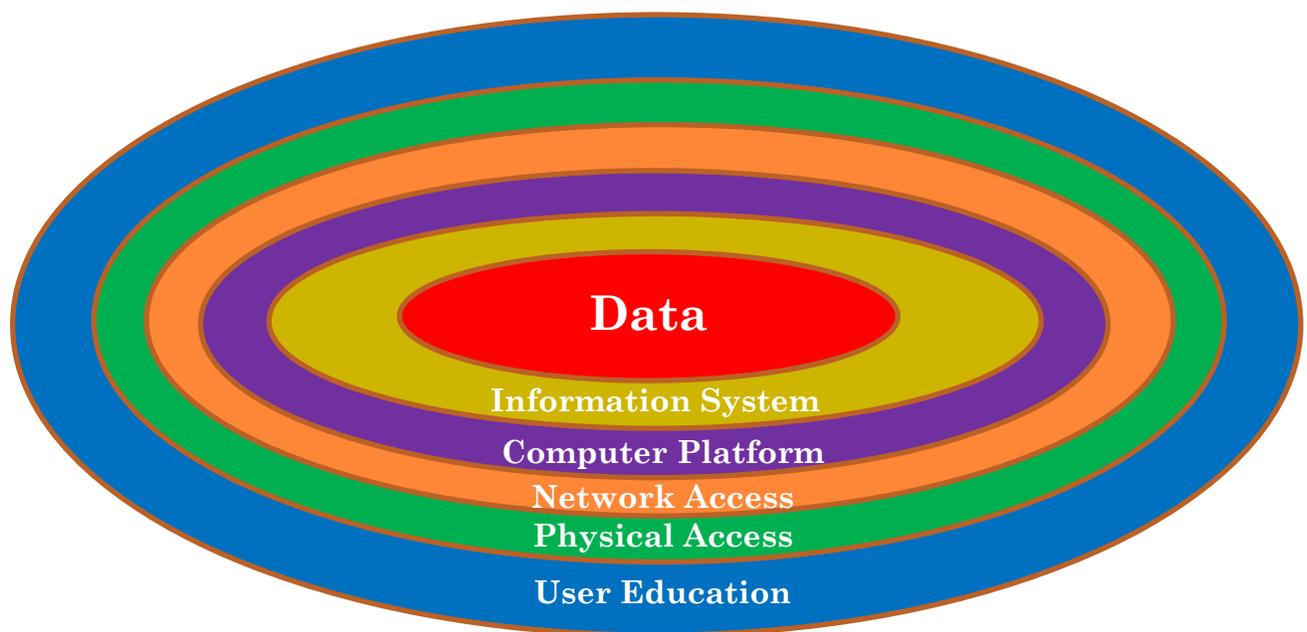
In addition to the technological systems in place to protect data, extra precautions are also taken when data is transferred between the DOE and 3rd parties (testing vendors, researchers, etc.) such as:

- All data transferred electronically to external entities must be transferred through a Secure File Transfer Protocol (SFTP) site.
- Student-level data exchanged through email or alternative transfer method is first password protected. The password is not to be included in the email with the student-level data; it must be provided through a separate communication.

User Responsibility – Each user of data is also responsible for the security of the data they are working with. Responsibilities include:

- Electronic Data
  - Prevent disclosure of data by protecting visibility of reports and computer monitor when displaying and working with confidential information.
  - Work stations must be locked or shut down when left unattended for any amount of time.
  - Data must be stored in a secure location. Electronic files should be password protected and/or stored in a location only accessible by the authorized entity.
  - When no longer needed, electronic files must be destroyed.
- Paper Data
  - Confidential information will not be faxed.
  - When no longer needed, paper reports must be shredded.
- Password
  - Passwords must be changed frequently to guard against break-ins.
  - Passwords are not to be written down or posted in areas where others may see them.

Suppression Rules

According to federal education laws, confidential information includes "a list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty." Consequently, it is DOE's policy that public reports containing aggregate student performance data must suppress results for small groups of students when associated with characteristics that would make it possible to identify a student. This policy applies to public reports whenever an identified group contains fewer than 10 students. The exceptions to this policy are enrollment counts disaggregated by grade level and/or gender; which are reportable down to one.

When an identified group is smaller than these thresholds, the report must display a placeholder (for example, -, *, NA) with a disclaimer explaining what the placeholder means. Internal and external report authors should be aware of small

group suppression rules. Report authors are responsible for ensuring that DOE's suppression policy is applied appropriately to any reports created.

DOE suppresses counts of less than 10. DOE abides by and recommends adherence to Privacy Technical Assistance Center, or PTAC, Technical Briefs for protecting education records. In this effort, DOE will suppress using reasonable methods to ensure to the greatest extent practicable that PII will not be disclosed.

DOE defines Data Tiers to help define sensitivity of data and assist employees with making informed decisions before releasing confidential data. See Exhibit A.

- Tier I Data – This is non-confidential data that is publically available. Counts are available down to one.
- Tier II Data – This is data that is publically available but counts less than 10 are suppressed per DOE's suppression rules to ensure student privacy.
- Tier III Data – This is unsuppressed data only available to entities who have an active Data Sharing Agreement with the Department.

DATA ACCESS

This section describes the conditions under which DOE will release confidential information. In compliance with FERPA guidelines, DOE shall maintain a record indicating the name of any individual or organization external to DOE that requests and is allowed access to educational records. The record of access shall indicate the interest such person or organization had in obtaining the information, as well as the date the requested data were disclosed. See 20 U.S.C. 1232g (b) (4); 20 U.S.C. 1232g (j) (4). The list of external or 3rd parties with current Data Sharing Agreements with the DOE can be found in Exhibit B.

DOE Staff

As noted previously, all DOE staff must sign a confidentiality agreement at the time of employment. DOE staff members who have a need to access confidential student-level information are permitted "read-only" access through system access protocols established and maintained by DOE system administrators. Supervisors must indicate that the staff person needs access to this information in the performance of his or her assigned duties and responsibilities. DOE system administrators ensure that the appropriate safeguards are instituted to protect the

confidentiality of student information and that the staff person has received appropriate training. DOE staff may not access agency information for personal purposes, and employees must maintain the confidentiality of all education records. All DOE staff shall be made aware of the Data Access Policy and will receive subsequent information through newsletter articles, email messages, and/or training classes.

Public

The DOE may disclose, without consent, student information in aggregate form which is not easily traceable to a student. This access is limited to aggregate level reports. Suppression rules set forth in this policy are adhered to for all public reporting.

Parents and Students

Parents and students are provided access to their education records through the South Dakota Student Information System portal. Any additional request for access to records must be made in writing to the applicable school or district.

Researchers

DOE may disclose confidential, personally identifiable information of students to individuals and/or organizations for research and analysis purposes to improve instruction in public schools. Disclosure is authorized under the FERPA Studies Exception. Any such disclosure shall be made only if:

(1) The research aligns with DOE's goals and objectives and approval of the research is obtained by the Secretary of the Department;

(2) Researchers must complete the Data Request Form;

(3) Researchers must provide verification of their approval under an Institutional Review Board (IRB);

(4) The conditions in FERPA regulation 34 CFR 99.31(a) (6) are met;

(5) A Data Sharing Agreement is signed to ensure compliance with FERPA regulations and DOE policies;

(6) Researcher agrees to return or destroy education records at completion of research use;

(7) Researcher understands associated penalties for violation of data privacy, use or re-disclosure.

Other Entities

All other entities will be denied access to confidential information unless the entity is using the data to develop, validate, or administer predictive tests or improve instruction as defined in FERPA 34 C.F.R. §99.31(a)(6). Agents of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities will be provided access to the data provided the disclosure is in the course of an audit, evaluation, compliance, or enforcement proceeding as defined in FERPA 34 C.F.R. §§ 99.31(a)(3), 99.35. The information will be protected to shield personal identification of students by others, and the information will be destroyed when no longer needed.   DOE shall enter into a Data Sharing Agreement with any entity it designates as its "authorized representative" under 34 C.F.R. 99.31.

DOE will disclose education records, without consent, to the parties listed immediately below under the following conditions:

- other in-state schools when a student is transferring in order to facilitate school enrollment;
- appropriate officials in cases of health and safety emergencies;
- DOE supported systems in respect of sharing authoritative source data between systems.

DESTRUCTION OF DATA

Data retention and destruction depends on the controlling party.

Department Policy

Data will be retained and destroyed in accordance with DOE's record retention policy.

Outside Entity

Any entity that receives data, regardless of personally identifiable information or not, must destroy such information when it is no longer needed for the purpose specified in the request for disclosure. The manner of destruction shall protect the confidentiality of the information and must be done at the conclusion of the intended purpose.

PENALTIES FOR VIOLATION OF DATA USE

DOE Staff

Intentional violations of this policy by a DOE employee may result in formal disciplinary action, up to and including termination (e.g. denial of access to sensitive data, and revocation of network access privileges).

Outside Entity

Enforcement penalties for violation of data privacy security, unauthorized disclosure or re-disclosure, will result in loss of access to education records. Entities responsible for unauthorized disclosure or re-disclosure could also be subject to additional penalties allowed under FERPA.

SUPPLEMENTARY INFORMATION

The National Center for Education Statistics' Privacy Technical Assistance Center, or PTAC, has tools available to help education stakeholders learn more about data privacy, confidentiality, and security practices related to student-level data sharing. A series of technical briefs are available to assist states. By reference, DOE incorporates these guidelines.

RESPONSIBILITY FOR INFORMATION REQUESTS

The Data Management Office within DOE is primarily responsible for data and research requests.

PROCESS FOR HANDLING INFORMATION REQUESTS

DOE will utilize the data request/research request process outlined on the DOE website.

Data requests for specific information are assigned to one of two categories listed below:

1) Normal Data Requests – This includes the request for information that has already been published or collected and can easily be put into a distribution format that protects confidential information.

2) Research Requests – This includes requests for information to be used for research purposes. In order to be considered, the research must alignwith the DOE's goals and objectives and must meet all additional criteria as outlined above in the Data Access section of this document.

Normal Data Requests

Individuals seeking specific data from the department will be directed to the DOE website http://doe.sd.gov/ofm/datarequest.aspx. The website indicates that a great deal of information is already publically available on the DOE website and encourages the individual to review the links to items such as Student Enrollment data, the Statistical Digest, Report Card data, Education Directory information, etc. prior to completing the Data Request Form. If the individual is seeking more detailed information than what is publically reported, they must complete the department's Data Request Form. See Exhibit C. The Data Request Form is required for both internal and external requests for information.

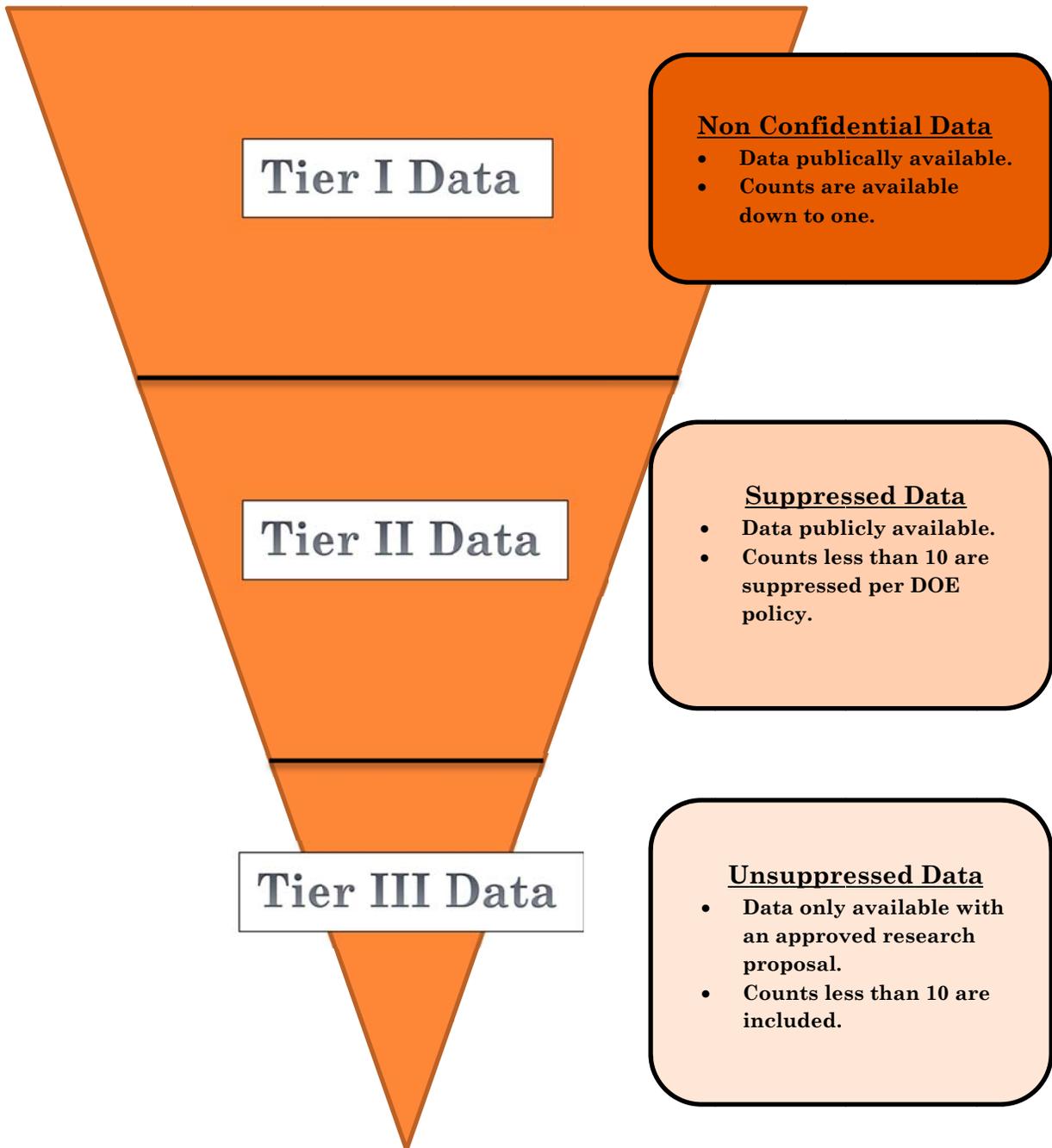Once a Data Request Form is received, it will be subject to the following:

1) The Data Request Form is forwarded to appropriate staff within DOE for their review and comments regarding the availability of the requested data, time estimate of how many hours it will take to assemble the data in the requested format, and whether the requested timeframe for delivery of the data can be met.
2) DOE does charge for data requests that require more than 2 hours of staff time to assemble. The current rate is $20/hour. Pursuant to SDCL Chapter 1-27, if there are costs involved in the fulfillment of the data request, DOE will provide the requestor a time/cost estimate prior to moving forward with the data request.

Research Requests

DOE does from time to time participate in research studies. Disclosure of confidential, personally identifiable information of students for research purposes is authorized under the FERPA Studies Exception. To be considered for approval researches are subject to the following:

1) The research aligns with the DOE's goals and objectives and approval of the research is obtained by the Secretary of the Department.
2) Researchers must complete the Data Request Form and are subject to the same cost requirements as stated above.
3) Researchers must provide verification of their approval under an Institutional Review Board (IRB).
4) The conditions in FERPA regulation 34 CFR 99.31(a) (6) are met.
5) A Data Sharing Agreement is signed to ensure compliance with FERPA regulations and DOE policies.
6) Researcher agrees to return or destroy education records at completion of research use.
7) Researcher understands associated penalties for violation of data privacy, use or re-disclosure.

Data Tiers Defined

Tier I Data

Non Confidential Data
- Data publically available.
- Counts are available down to one.

Tier II Data

Suppressed Data
- Data publicly available.
- Counts less than 10 are suppressed per DOE policy.

Tier III Data

Unsuppressed Data
- Data only available with an approved research proposal.
- Counts less than 10 are included.

Data Tiers for External Release of Data		Available on Web	Suppressed	Unsuppressed	Aggregate	Approved Research
Tier I	Aggregate-level counts by districts or schools without identifiable attributes such as gender, race or other characteristics such as:	X		X	X	
	• District & School Contacts	X		X	X	
	• Enrollment by districts & schools	X		X	X	
	• Meal Status Percentage	X	X			
	• ELL Percentage	X	X			
	• Special Education – Child Count by District	X	X			
	• Special Education – Statewide Child Count by Disability	X			X	
	• Public School – Instructional Minutes	X		X		
	• Dropout Counts by District	X	X			
	• District Statistical Digest	X		X	X	
	• District Revenue and Expenditures	X		X	X	
	• District State Aid Funds	X		X	X	
	• State Accountability System Measures at State, Districts and Schools	X				
Tier II	Tier I Data with additional breakout by gender, ethnicity, or other attributes that could lead to identification:		X		X	
	• State Assessment Data	X	X		X	
	• School Report Cards	X	X		X	
Tier III	Tier I or II Student Level data with personally identifiable characteristics for purposes of research or program evaluation that is not de-identified or suppressed.					X
	• Research Data					X

EXHIBIT B

Table of 3rd party authorized representatives and organizations with Data Sharing Agreements with DOE.

Title		Purpose	Start date	End date
Otis Educational Systems	2012C-457, et al.	State longitudinal data system	12/01/11	12/31/16
Infinite Campus	2015C-002, et al.	Student information system	07/01/06	07/01/18
WIDA	2015A-048, et al.	English Language Learner assessments	05/01/08	07/01/15
Questar	2015C-195	Science Testing	09/01/14	08/31/17
American Institutes for Research	2014A-496, 2015C-229	SBAC Pilot Testing, Ongoing ELA/Math Testing	10/21/13	08/31/17
Westat, et al.	2015A-234, et al.	NAEP Assessment	11/01/14	09/01/15
Management Services for Educational Data	2015C-061, et al.	Migrant student information system	01/11/08	07/01/15
Emetric	2015C-121, et al.	South Dakota Assessment Portal	07/01/08	08/31/17
CTB/McGraw-Hill	2014A-490	SBAC Pilot Testing	10/21/13	12/31/14
Black Hills State University	2014A-318, et al.	Special Education technical assistance	04/01/07	12/31/16
Kerri Whipple	2014A-360, et al.	Special Education technical assistance	09/29/13	07/01/15
Marzano Research Laboratory, et al.	2014A-341	Student growth reports	11/01/13	12/31/14
Educational Testing Service	2014A-311	SBAC Pilot Testing	10/21/13	12/31/14
Anaca	2014C-052	Career Cruising	09/01/13	08/31/18
Department of Legislative Audit	2014A-554	State Audit (FY2014)	04/11/14	
Walsh Taylor	2015C-135	Monitor state IDEA data	07/01/14	07/01/15
East Dakota Coop	2015C-075	SDMyLife technical assistance	07/01/14	07/01/15
Birth to Three Consultants	2015C-064, et al	Birth to Three service coordination	07/01/14	06/30/15
State Performance Plan Consultants	2015C-054, et al	State Performance Plan technical assistance	07/01/14	07/01/15
Educational Research & Training	2015C-028	Migrant program evaluation	07/01/14	07/01/15
Mary Bleeker	2015C-025	Migrant identification and recruitment	07/01/14	07/01/15
Teachscape	2014C-040, 2015C-024	Teacher evaluation and support system	07/01/13	07/01/17

EXHIBIT C

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Pierre, SD 57501-2271

GENERAL DATA REQUEST FORM

Please email the completed form to
Denise.bowman@state.sd.us

The data you are looking for may already be available on the DOE website. Please review the data at the following URLs prior to submitting this request for data. http://doe.sd.gov/ofm/fallenroll.asp; http://doe.sd.gov/ofm/statdigest.asp and http://doe.sd.gov/reportcard/index.aspx.

Requestor's Name:		Dept/Company:	
Phone:		Email:	
Date Requested:		Date Needed: Note – ASAP is not an acceptable response. It can take 30-45 days to receive your data request. Please plan accordingly.	

Reason for the Data Request and what it will be used for:
*Be specific (Ex – needed for federal/state reporting purposes, legislative request, research purposes, etc)

☐ This is an informal information request ☐ I will publish or share this data with the public

Frequency of Request: ☐ One Time Request ☐ Other, describe frequency:

Format: ☐ Excel ☐ PDF ☐ Other: ☐ Sort data by:

School Year(s) needed:

Do you want the data pulled as of a certain date?
*Be specific (Ex - Need 3rd graders enrolled as of April 17th)
☐ Current production data (changes daily)
☐ Specific date

Level of Aggregation
☐ State Level Data ☐ District Level Data ☐ School Level Data

District Type: *Be specific (Ex – Public, Non-Public, BIA, etc) or Specific Districts needed:
School Type: *Be specific (Ex – Elem., Jr. High, Home School, etc) or Specific Schools needed:

☐ Student Data Request

*Please select the appropriate student data elements needed below.
☐ Duplicate Student Count OK (Ex – Count kids who have transferred)
☐ Do Not Duplicate Student Count
☐ Race/Ethnicity, please specify if wanting just certain race/ethnicity categories:
☐ Gender
☐ Grade
☐ Age
☐ Enrollment Start Date
☐ Enrollment End Date
☐ Enrollment Exit Code
☐ Resident District
☐ Attending District
☐ ELL (English Language Learner)
☐ Free/Reduced Lunch

Special Education Data:
☐ Disability, please specify:
☐ Special Ed Category, please specify:
☐ On Child Count Date ☐ Other Date, please specify:
☐ Special Ed Start Date

Additional Data Elements Needed:
(If you need data elements not listed above), please specify:

☐ Teacher/Staff/Administrator Data Request

*Please select the appropriate data elements needed below.

Staff Type:
☐ Certified ☐ Not Certified ☐ Non-Authorized (Has certificate but not authorized for assignment)

Position Type:
☐ Administrators ☐ Teachers ☐ School Service Specialists
☐ Other School Personnel, please specify:

Assignment Codes:
☐ Class Assignment, please specify:
Assignment Codes can be found at: http://doe.sd.gov/ofm/prf/

Assignment Category:
☐ CTE ☐ Language Arts ☐ Math ☐ Science ☐ Social Science
☐ Music ☐ Fine Arts ☐ Self Contained ☐ PE Health ☐ Religion
☐ Special Ed (Non-Core) ☐ ESL (Non-Core) ☐ World Language
☐ Military ☐ Miscellaneous ☐ Non-Credit

Number of Staff:
☐ Based on Full Time Equivalency by Assignment
☐ Based on Full Time Equivalency by Total FTE
☐ Headcount

Salary:
☐ Total Salary ☐ Instructional Salary ☐ Admin/School Service Specialist Salary ☐ Salary based on Assignment

Categories:
☐ Age ☐ Gender ☐ Instructional Experience
☐ Admin/School Service Specialist Experience

Provide a detailed explanation of the data you are wanting with this request for data

Note: Minimum N-Size = 10. All cells with less than 10 students will be suppressed to protect student privacy.

Pursuant to SDCL Chapter 1-27, if there are costs involved in the fulfillment of your above request for data, the Department of Education will provide you with a time/cost estimate prior to moving forward with the data request.

Last Revision 10/22/2012