

**IDAHO STATE BOARD OF EDUCATION  
DATA MANAGEMENT COUNCIL  
POLICIES AND PROCEDURES**

**Scope**

The Idaho State Board of Education (Board) is constitutionally and statutorily charged with supervising public education in Idaho, K-20. The Board recognizes the need to measure how well our public schools are preparing children for higher education and how well higher education is preparing Idaho's future workforce. For this purpose, the Statewide Longitudinal Data System (SLDS) was created. The SLDS was created as a means to evaluate and improve the process by which a student progresses through Idaho's educational system. The SLDS allows the Board to detect strengths or weaknesses in Idaho's educational system by identifying trends in groups of students over time. These trends can then be used to analyze the public and higher education systems in order to improve efficiency, effectiveness, and accountability.

The SLDS will maintain a longitudinal record of students from preschool through all levels of the education system (elementary, middle and high schools, and higher education) and into the workforce. This system is a partnership of separate and unique source systems, including the K-12 system developed by the State Department of Education, the systems in use at the various postsecondary institutions, and the State Department of Labor wage record systems. The agreements between these separate groups allows for user-initiated matching of the data into a single, coherent structure on which longitudinal reporting and analysis can be performed. The privacy of all Personally Identifiable Information (PII) that is collected into the SLDS is protected in accordance with federal and state law.<sup>1</sup> Public reports generated from data within the SLDS do not identify individual students.

The Idaho Data Management Council (Council) is an oversight and controlling body of the SLDS, comprised of representatives approved by the Board from Idaho's public postsecondary institutions, the State Department of Education, the Department of Labor, Professional-Technical Education, Idaho public schools, and Board staff. The Council provides direction and makes recommendations to the Board on policies and procedures for the development and usage of the system, and reports back to the Board as needed on the progress made on issues that require Board consideration. The policies governing the Council and the SLDS are reviewed and approved by the Board of Education.

This policy defines the security of data contained in all parts of the SLDS. The definitions and policies described below are designed to protect the confidentiality of Personally Identifiable Information (PII) contained within Idaho's SLDS.

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<sup>1</sup> Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g(a)(4)(A) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014, Idaho Code Title 33, Section 133.

## Definitions

*Participating Agency* – Participating agencies consist of the Idaho State Board of Education, the Idaho State Department of Education, Idaho Professional-Technical Education, Idaho public institutions of higher education, and the Idaho Department of Labor.

*Education Records* - Information directly related to a student, and recorded in any medium maintained by an educational agency or institution or a person acting for such agency or institution.

*Personally Identifiable Information (PII)* – Includes: a student's name; the name of a student's family; the student's address; a social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and 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 the relevant circumstances, to identify the student.<sup>2</sup>

*Disclose or Disclosure* is the access to, or to release, transfer, or otherwise communication of PII to any party, by any means.<sup>3</sup>

*Data Breach* is the unauthorized acquisition of PII.

*Unauthorized Data Disclosure* is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

*Aggregate Data* is data collected or reported at a group, cohort or institutional level and does not contain Personally Identifiable Information (PII).

*Data Access Levels* are the four data access levels as defined by the Data Management Council as shown below:

*Level 1 - Restricted-Use Data* – Student-level data that includes PII. Level 1 data requires specific procedures to protect confidentiality.

*Level 2 - Restricted-Use Data* – Student-level data where all PII has been removed. Merging Level 1 data with Level 2 data would result in a file that is defined as Level 1.

*Level 3 - Restricted-Use Data* – Aggregate data created from Level 2 data. Data at this level contains no PII. Data at this level can be manipulated to view the data relative to a variety of data elements in compliance with data restrictions.

*Level 4 - Public-Use Data* – Aggregate or summarized data created from Level 1, Level 2 or Level 3 data that contains no PII and is provided in a format that cannot

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<sup>2</sup> Idaho Code Title 33, Section 133

<sup>3</sup> Family Educational Rights and Privacy Act, 34 CFR Part 99

be manipulated to reveal restricted data elements. Level 4 data may be publicly released.

### **Data Standards and Quality**

1. The Council shall maintain a dictionary of student data fields collected for inclusion within the SLDS. The dictionary shall include definitions of the data fields and explanations of the purposes for collecting the data (Data Dictionary). The Data Dictionary shall be available to the public via the Board of Education website: [www.boardofed.idaho.gov](http://www.boardofed.idaho.gov). The Data Dictionary shall be reviewed annually by the Council, as required by Idaho Code, Section 33-133(3) (a). The annual review will ensure that no data is collected into the SLDS other than as set forth in the Data Dictionary. The annual review will include a determination of whether new data elements should be included into the SLDS. Any proposed changes to the Data Dictionary are subject to prior approval by the Board. Any Board approved changes made to the Data Dictionary shall be submitted to the Idaho State Legislature and the Idaho Governor annually for review and approval in accordance with Idaho law.
2. The Data Management Council is responsible for the accuracy and quality of the data contained in the SLDS. The Data Management Council shall conduct an annual review of the data contained in the SLDS to ensure that data collected is in accordance with the definitions in the Data Dictionary.
3. The Council shall recommend to the Board minimum cell size for public reports to prevent identification of individuals. The Board will set the cell size restrictions as required by Idaho Code, 33-133(1)(b).

### **Access and Security**

1. The SLDS data shall be housed on a secure server, as defined through a Memorandum of Understanding (MOU) between the Office of the State Board of Education (OSBE) and the State Department of Education (SDE). All hardware, software, and network infrastructure shall be secured by a firewall from unauthorized external access, require individual user accounts, and be password protected to control internal access.
2. Periodic tests shall be run to ensure that technical safeguards remain effective. Documentation of the dates of tests run shall be maintained at OSBE.
3. Access to the K-12 and postsecondary SLDS shall be limited to those employees of OSBE and SDE who require access to perform their assigned duties. An annual review of existing access shall be performed by the Council.
4. Access to the SLDS shall require the use of a password. Passwords shall be unique to the assigned employee and shall not be shared.

5. Data uploaded to and downloaded from the SLDS shall be done using secure methods to protect the data from a Data Breach or Unauthorized Data Disclosure.
6. Requests for SLDS data that do not require linking data across participating agencies and meet Level 4 Data Access Level specifications may be fulfilled by the agency that governs the requested data, pursuant to section 33-133, Idaho Code.
7. Requests for SLDS data that require linking data across participating agencies or fall within Levels 1, 2, or 3 Data Access Level specifications must be submitted to the Council using the "Data Request Form" and if required the "Acknowledgement of Confidentiality Requirements" publicly available on the OSBE website. Data requests for non-Level 4 data by non-participating state agencies require the completion of an MOU. Data requests for non-Level 4 data external to state agencies require completion of a Memorandum of Agreement (MOA) and "Acknowledgement of Confidentiality Requirements". Approving applicable SLDS data requests will be the responsibility of the Council or its designee. Approved requests will be processed in accordance with applicable state and federal law.
8. Requests for SLDS student-level data by the original custodian of those data may be fulfilled by the participating agency collecting the requested data.
9. The Council will determine that human subjects research requirements are met and approved by an Institutional Review Board (IRB) and any certificates of approval are submitted to OSBE before approval of the research request.
10. The Council will verify that the annual IRB review is completed.
11. The Council is charged with evaluating requests for SLDS data, determining whether access to data is allowed under federal and state law, and ensuring that when access to data is allowed, data is provided at the Data Access Level that is most protective of privacy while still meeting the stated purpose for the request. The Council shall not approve a Data Access Level that provides greater detail than what is necessary to fulfill the data request.
12. In compliance with FERPA guidelines, the Council shall maintain a record detailing all requests for data from the SLDS and including:<sup>4</sup>
  - a. The date of the request and the date of the response
  - b. A description of the data requested
  - c. The data provided in response to the request, if any
  - d. If PII was included in the data provided, the statutory authorization for providing it shall be recorded and a copy of the executed agreement governing the security, use and destruction of the PII shall be maintained in the Board offices.
13. Any request by a student or their parent for individual student records shall be redirected to the original custodian of the data.

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<sup>4</sup> 20 U.S.C. 1232g(b)(4); 20 U.S.C. 1232g(j)(4)

14. Any release of data approved by the Council will include in the MOA or MOU details on limitations of use of the data, including length of time the data can be used, and procedures for destroying the data when use is complete.
15. Publicly released reports shall contain only aggregate data and not contain PII.
16. PII will not be disclosed unless in compliance with the limited circumstances allowed by state and federal law.<sup>5</sup>
17. If the disclosure of PII is allowed under federal or state law under an exception requiring a written agreement to document the use, security and destruction of the data; data shall not be disclosed prior to the execution of the agreement.
18. PII shall not be stored on unencrypted portable devices or laptops.
19. Any release of data that would result in the ability to identify the personally identifiable information (PII) of an individual must be approved by the Data Management Council, aggregated to a minimum cell size of five, or masked/blurred. This includes situations where a calculation can be done to arrive at a single count of fewer than five students that would risk exposure of PII. Instances where 100% or 0% of students fall within one category and would risk the exposure of PII must also be approved by the Data Management Council or masked/blurred since doing so discloses information on either all or no students and thereby violates the minimum cell size policy.
20. Aggregated enrollment data with no student outcomes is exempt from the cell size masking policy. This can include the school, grade level, gender, and race/ethnicity. Normal masking rules apply when any other identifying or educational outcome information is included.
21. Aggregate assessment participation data is exempt from the cell size masking policy when aggregated to the school, grade, and/or test. The exempt exams are the Idaho Reading Indicator (IRI), Idaho Standards Achievement Test (ISAT), Advanced Placement (AP), Preliminary Scholastic Aptitude Test (PSAT), American College Testing (ACT), and the Scholastic Aptitude Test (SAT). Normal masking rules apply when any other identifying or education outcome information is included.

### **Change Management and Prioritization**

1. The Council shall review proposed enhancements to the SLDS and shall set priorities for the development of those enhancements.
2. The Council shall recommend any proposed enhancements to the SLDS to the Board, including changes to the governing policies and procedures which may affect access and security policies.

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<sup>5</sup> Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g(a)(4)(A) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014, Idaho Code Title 33, Section 133

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3. The Council shall review and approve or deny any proposed changes to existing functionality or data definitions of the SLDS.

### **Training and Communication**

1. The Council shall oversee the training of SLDS users to ensure consistency in procedures and adherence to access and security policies.
2. The Council shall review and approve specific training plans established by OSBE, SDE, and the Idaho Department of Labor, for properly securing SLDS data.
3. Training shall include building an understanding of federal and state privacy laws which protect the rights of students and compliance with IRB requirements.
4. The Council shall establish a webpage on the Board's website to provide the public with information pertinent to the SLDS.