State-Level Student Data Collection & Protection

The Arizona Department of Education is committed to not only protecting all collected but using it effectively to help increase student performance. Schools, districts, and other local education agencies (LEAs) are required to submit specific data to comply with funding requirements and federal and state reporting mandates. Such data is also needed to create accurate school and district performance reports. Regardless of the source or purpose, ADE strictly controls and protects all collected data in compliance with the Family Educational Rights Privacy Act (FERPA) and state policies governing the security and utilization of sensitive information.

WHAT STUDENT INFORMATION DOES ADE COLLECT FROM SCHOOLS?

Main Data Collection Categories for Every Student:

- **Student Demographics**
    - Name
    - Birthdate
    - Race/Ethnicity
    - Responsible Party (parent /guardian)
    - Gender
    - Foster status
    - Parent in military
    - Attendance/Absences
    - Teacher associated with student classes
- **Enrollment**
    - State Assigned Student Identifier
    - School and district of attendance
    - District of residence
    - Grade level
    - Entry/exit date/type
    - Courses completed by the student
    - Full Time Equivalency to identify if a student is enrolled in more than one school in a school year
- **Program Participation**
    - Special Education
    - Free/reduced lunch eligibility
    - Dropout

- English Language Learner status
- Migrant status

Additional Data Collected for Students Participating in Specific Programs:

- **Early Childhood**
    - Early Childhood Assessments (TS Gold)
- **Special Education**
    - Disability
    - Services received
    - Disciplinary incidents
    - Need code
    - SPED Least Restrictive Environment (LRE)/Entry/Exit/Grade
    - SPED Special Enrollment Code
    - SPED Federal Primary Need Indicator
    - SPED School Concurrency
- **English Language Learners**
    - Program Type
    - Primary language
    - English language proficiency level
- **Migrant**
    - Services enrolled in by migrant students such as Medical, Dental, Vision, Tutoring, Book and Supplies, Uniforms, Summer Schools and other educational services
    - Data on migrant program eligibility
- **Career and Technical Education**
    - Student Placements
    - 3rd Party Credentials Earned
- **State Assessment (students in assessed grades):**
    - AIMS, AIMS A
    - AzMERIT
    - MSAA and NCSC
    - AZELLA
    - SAT, PSAT, AP
    - ACT
    - NAEP

WHY DOES ADE COLLECT STUDENT INFORMATION?

ADE only collects data required by federal law, state law, or when mandated as part of educational funding packages.

State-Level Student Data Collection & Protection

WHERE IS THE INFORMATION STORED?

➢ **All state data is stored at a secure data center that is accessible by ADE information services personnel.**
- Disaster recovery copies are kept at a secure off-site storage facility

HOW IS STUDENT INFORMATION USED?

➢ **Individual Student Data Uses**
- Allocation of state funding
- Administering state assessments
- Calculating individual student growth

➢ **Aggregated Student Data Uses**
- State and federal school and district accountability
- School Report Cards (A-F Letter Grades)
- Program evaluation and measurement
- School and District Improvement Plans
- Federal reporting/funding
- Public reporting

HOW IS THE INFORMATION SAFEGUARDED?

➢ **Access Control**
- Identity management (authentication/authorization)
- Access logging/monitoring (device & location)

➢ **Encryption**
- Use of State Assigned Student ID (SAISID) to isolate student data from student names
- Encryption of the database on the physical hard drive

➢ **Secure Transit**
- Secure File Transfer Protocol (SFTP)
- Hypertext Transfer Protocol with Secure Socket Layer (HTTPS)

➢ **Physical Security**
- Controlled building and data center access
- Suppression of small N-sizes for aggregated student data reports

WHO HAS ACCESS TO STUDENT DATA?

➢ **Authorized Personnel Only**
- Authorized and authenticated ADE education officials and information services personnel
- Authorized and authenticated school and district personnel
- Contracted vendors with signed privacy obligations for specified applications
- Other state and county government agencies with signed data sharing agreements and privacy obligations
- Approved researchers studying improvements to education with signed privacy and data destruction obligations

WHEN IS INDIVIDUAL STUDENT INFORMATION ARCHIVED OR DELETED?

➢ **Student Data is archived periodically, according to state or federal retention requirements, but is not deleted**
- Access is restricted and actively monitored.

MEETING AND EXCEEDING FEDERAL AND STATE STUDENT PRIVACY LAWS

➢ **Student privacy procedures fully adhere to the guidelines set forth in federal and state law, but ADE includes additional safeguards such as:**
- Data Request Review Board reviews research requests and ensures confidentiality
- Data breach notification and liability clauses are included in vendor contracts and agreements
- Time- and project-limited access with automatic revocation protocols
- Contract terms that outline data access and destruction requirements