

Records to Be Transmitted to Receiving Schools Outside the District and Within the District

The minimum set of information that must be transferred with each student moving from one Texas district to another, or within the District, is listed below, as required by TEA's *Student Attendance Accounting Handbook*, Section III, General Rules (3–8):

- Social Security number or state-approved alternate ID last reported in PEIMS;
- Current Social Security number or state-approved alternate ID, if different from above;
- Local student ID;
- County-District-campus number;
- Campus name and phone number;
- First, middle, and last name and generation code;
- Sex, ethnicity, and date of birth;
- Current grade level; and
- Immunization records.

Additional requirements are:

- Home language survey, as required by 19 TAC 89.1215; and
- Screen prints of in-school suspensions, suspensions, removals, and expulsions, as required by the federal No Child Left Behind Act, *20 USC 4155*.

FERPA and Ppra

The District is required by the Family Educational Rights and Privacy Act of 1974 (FERPA) not to release educational records without active parent consent or clearly defined educational research purposes. The District is also required to adhere to the Protection of Pupil Rights Amendment (PPRA) in the context of conducting surveys, data analysis, or educational evaluation. [See policies at EF and FL]

Access

Access to District information may be granted to individuals or organizations that meet certain criteria. These individuals and organizations will be granted access by categories, which will determine the level and amount of access by the individual organization.

Category I

Category I data access provides campuswide access to the District's student data system. Category I access may be granted to service providers that meet the following characteristics:

1. The provider potentially serves some, all, or a large majority of, students on the campus.

2. The District pays for provider's services, i.e. the provider acts in lieu of the District, or there is a cooperative agreement in place that outlines the provider's data access requirements.
3. The provider has a physical presence on campus, i.e., office space, telephone, computer.
4. The provider offers direct services during the school day to meet students' academic, social, or health care needs.

Category I data access requires the provider to have a service contract or cooperative agreement signed by the Board or the Superintendent. The service contract or cooperative agreement will include a Data Sharing Agreement. Access will be granted with a T SR signed by the campus principal.

Category II

Category II data access allows data access limited to particular "views" for only the students served by the program. Category II access may be granted to service providers that meet the following characteristics:

1. The provider potentially serves less than the majority of students and/or a distinct subset of students on campus.
2. The provider's services are paid for through a grant or private funds.
3. The provider has demonstrated a need for ongoing data access by means of an Application for Research and Evaluation or an Application for Program Approval.
4. The provider may or may not have a physical presence on campus, i.e., office space, telephone, computer.
5. The provider may provide services during the school day or outside of school hours.
6. The provider may or may not act in lieu of parents/guardians, i.e., a case management model.
7. The provider has obtained active parent/guardian consent to have ongoing access to student records.

Category II access requires that the program has been approved through the Curriculum or Educational Support Services Program Approval processes. The provider must also have active parent/guardian consent to access student records. A provider with Category II access must also sign the Data Sharing Agreement. The process for granting access to Category II Access is through periodic data requests to the Department of Program Evaluation

(DPE) or Management Information Systems (MIS), or by other technological methods to be determined.

Category III

Category III data access provides no direct access to student records. Student records are compiled by District employees (e.g. MIS, Program Evaluation) and de-identified before release. Category access may be granted to service providers that meet the following characteristics:

1. The provider serves less than the majority of students on campus and/or does not have active parent/guardian consent to access student records.

OR

2. The external party is conducting educational research.
3. The provider or researcher has demonstrated a need for data access by means of an Application for Research and Evaluation.
4. Data access is primarily in support of research, program evaluation, and reporting to funders, rather than ongoing case management.
5. The provider may or may not have a physical presence on campus, i.e., office space, telephone, computer.
6. The provider may or may not provide services during the school day.
7. Education researchers may provide no direct services.

Category III access requires that the program has been approved through the Curriculum or Educational Support Services Program Approval processes. Any research or evaluation plan must be approved through the External Research Approval processes in DPE. The provider may or may not have active parent consent to access student records for evaluation and reporting purposes. A provider or researcher with Category III access must also sign a Data Sharing Agreement. Access may be granted through data requests that are processed through MIS and through the External Research Coordinator in Program Evaluation.