Overview of Minnesota Department of Education Data Practices

November 19, 2014

Legislative Commission on Data Practices

Minnesota Department of Education

"Leading for educational excellence and equity. Every day for every one."

Defining the Scope of Educational Data

Educational data is data maintained by a public educational agency or institution that relates to an individual student.

Both the Minnesota Government Data Practices Act and the federal Family Education Rights and Privacy Act (FERPA) classify educational data as private data.

Purposes of Collecting Educational Data

Why does MDE collect educational data?

As the state educational agency, MDE collects educational data for three primary purposes:

1. **Funding**
2. **Compliance**
3. **Program evaluation or support**

Authority to Collect Educational Data

What is MDE's authority to collect data?

- **The Minnesota Legislature charged MDE with creating and maintaining a statewide information system. (Minn. Stat. §§ 125B.05 and 125B.07)**
- **Federal mandates (for example, related to use of funds under the ESEA, IDEA, Carl D. Perkins)**
- **Specific mandates (for example, MDE's disciplinary data reporting system is mandated by Minn. Stat. §§ 121A.06 and 121A.53)**

Collecting Only Necessary Educational Data

- While MDE has strong mandates to collect, use, and report educational data, it also takes care to only collect the data it needs to support its programs and requirements.
- Data Governance Committee meets periodically to evaluate needs to collect data. If data is no longer needed to support programs or requirements, it is no longer collected.

Student Data Collection

Testing Information

- MCA, MTAS, ACCESS
- Growth

Early Learning

- Early Childhood Family Education
- School Readiness

College Readiness

- ACT scores
- AP and IB

Enrollment Information

- Graduation Rates
- Demographic characteristics
- Disciplinary Incidents
- Language
- Mobility
- Special Education Child Count
- Attendance
- Average Daily Membership

School and Charter Data Collection

Accountability

- Adequate Yearly Progress (AYP)
- Multiple Measurements Rating (MMR)

School Finance

- Expenditures
- Revenues
- Transportation
- Special Education
- Facilities and Technology

School Information

- School directory/contact information
- Minnesota Common Course Catalogue

Staffing Data Collection

- Licensed Staff
- Non-Licensed Staff
- Assignments/Employment
- Demographics
- Subjects Taught
- Highly Qualified Teachers

Federal Reporting

- MDE is required to submit some **summary data** at the school, district, and state level to the US Department of Education (USDOE) is summary data at the state, district or school level. **No individual student information is reported to the federal government**.

- There are currently 109 different summary reports that MDE is required to submit to USDOE under EDFacts. All of these reports include summary level information only.

Example List of Federal Reports

EDEN File Name	Submission Due Date	Reporting Leve	Agency Division
C002 Children with Disabilities (IDEA) - School Age	4/2/2014	SEA;#LEA;#SCH	Special Education - IDEA
C004 Children with Disabilities (IDEA) - Not Assessed	12/17/2014	SEA;#LEA	Special Education - IDEA
C005 Children with Disabilities (IDEA) - Removal to Alternative Set	11/5/2014	SEA;#LEA	Special Education - IDEA
C006 Children with Disabilities (IDEA) - Suspensions/Expulsions	11/5/2014	SEA;#LEA	Special Education - IDEA
C007 Children with Disabilities (IDEA) - Unilateral Removed Reaso	11/5/2014	SEA;#LEA	Special Education - IDEA
C009 Children with Disabilities (IDEA) - Exiting Special Education	11/5/2014	SEA;#LEA	Special Education - IDEA
C010 Public School Choice	12/17/2014	SEA;#LEA	
C030 Discipline Incidents	2/28/2015	SEA;#LEA;#SCH	Safe & Drug Free Schools
C032 Dropout	2/12/2015	SEA;#LEA;#SCH	
C033 Free and Reduced Price Lunch	3/31/2014	SCH	
C036 Title I - TAS Student Services	2/12/2015	SEA;#LEA	School Support Federal Programs
C037 Title I - Participation , SWP & TAS	2/12/2015	SEA;#LEA	School Support Federal Programs
C040 Graduates/Completers	2/12/2015	SEA;#LEA;#SCH	
C043 Homeless Served (McKinney-Vento)	12/17/2014	SEA;#LEA	Homeless -- School Support Federal Programs
C045 Immigrant	12/17/2014	SEA;#LEA	School Support Federal Programs
C046 LEP Students in LEP Program	4/30/2014	SEA;#LEA	School Support Federal Programs
C050 Title III LEP - English Language Proficiency Results	12/17/2014	SEA;#LEA	Student Support - LEP & Title III
C052 Membership	3/31/2014	SEA;#LEA;#SCH	
C054 MEP - 12 Month Served	2/12/2015	SEA;#LEA	Migrant -- School Support Federal Programs
C059 Staff FTE	5/30/2014	SEA;#LEA;#SCH	Educator Licensing
C063 Teacher Quality in Elementary Classes	12/17/2014	SEA;#LEA;#SCH	Educator Licensing
C064 Teacher Quality in Secondary Classes	12/17/2014	SEA;#LEA;#SCH	Educator Licensing
C065 Federally Funded Staff	2/12/2015	SEA;#LEA	School Support Federal Programs
C067 Title III Teachers	12/17/2014	SEA;#LEA	Educator Licensing
C070 Special Education Teachers	11/5/2014	SEA;#LEA	Special Education - IDEA
C082 CTE Concentrators Exiting	12/31/2014	SEA;#LEA	Carl Perkins - CTE
C083 CTE Concentrators - Graduates	12/31/2014	SEA;#LEA	Carl Perkins - CTE
C086 Students Involved with Firearms	2/1/2015	SEA;#LEA	Safe & Drug Free Schools
C088 Children with Disabilities (IDEA) - Disciplinary Removals	11/5/2014	SEA;#LEA	Special Education - IDEA
C089 Children with Disabilities (IDEA) - Early Childhood	4/2/2014	SEA;#LEA	Special Education - IDEA
C094 Firearm Incidents	2/1/2015	SEA;#LEA	Safe & Drug Free Schools
C099 Special Education Personnel	11/5/2014	SEA;#LEA	Special Education - IDEA
C103 Adequate Yearly Progress Accountability	12/17/2014	SEA;#LEA;#SCH	Accountability
C106 Elementary/Middle Additional Indicator	12/17/2014	LEA;#SCH	Accountability
C107 High School Graduation Rate Indicator	12/17/2014	LEA;#SCH	Accountability
C108 Mathematics Participation Status	12/17/2014	LEA;#SCH	Accountability
C109 AMO Mathematics Status	12/17/2014	LEA;#SCH	Accountability

Using Educational Data

How does MDE use educational data it collects?

- **Determining funding**
- **Compliance**
- **Reporting to Legislature, US DOE**
- **Identifying programs, needs, priorities**
- **Evaluating and assessing**

Accessing Educational Data

Who has access to educational data?

- **Internal divisions/staff members**
- **Federal reporting (summary only)**
- **Contractors**
- **Data sharing agreements**

Data Sharing Agreements

FERPA allows MDE to share individual-level student data with external entities under a data sharing agreement:

(1) To support research conducted for or on behalf of educational institutions that is designed to improve instruction.

(2) With an authorized representative to audit or evaluate a state or federally supported education program.

MDE's Data Sharing Review Team

All internal and external data sharing agreement requests must be approved by MDE's Data Sharing Review Team. Membership includes:

- **Assistant Commissioner**
- **Data Practices Compliance Official**
- **Data Analytics Supervisor**
- **IT representatives**
- **Student Data expert**

Data Sharing Agreement Request

Researchers and evaluators fill out a Data Sharing Agreement Request that asks about:

- **their research and data analytics background;**
- **project's goals, duration, and scope;**
- **methodology to be used;**
- **if and how MDE-provided data will be linked with other data; and**
- **how the project will benefit students.**

Factors of Data Sharing Agreements

Factors the Data Sharing Review Team considers:

- **How feasible the project is for MDE.**
- **Whether the request demonstrates competency to do the proposed work.**
- **Whether the request demonstrates ability to protect student data.**
- **Whether the work will answer meaningful questions.**
- **How Minnesota students and/or educators in might benefit from the results.**

Data Agreements without Student Identifiers

It is MDE's policy not to share student identifiers (name, birthdate, MARSS number) with researchers and evaluators.

- **Typically not necessary for research or evaluation purposes.**
- **More protective of individual student privacy and an extra layer of security for student databases.**

Data Sharing Recipients

Data recipients agree to –

- **Use the data only for the Agreement's purposes.**
- **Not duplicate or share the data.**
- **Ensure that only employees who need work access to the data will have access.**
- **Train employees regarding data practices laws and data privacy and security procedures.**
- **Store and process the data in a way that prevents unauthorized access.**
- **Destroy data when the Agreement terminates.**
- **Allow MDE to conduct audits and monitoring.**

Data Sharing Agreements with MDE

Who has data sharing agreements to receive educational data from MDE?

1. **Partner state agencies on interagency projects and mandates.**
2. **University researchers conducting studies to analyze the impact of education strategies.**
3. **Nonprofit partners evaluating education programs.**
4. **Research organizations doing work for schools to evaluate teacher impact.**

Data Privacy and Security

Because educational data is private data, MDE has processes in place to protect the data.

- **Database access limited to staff members who need access to do work.**
- **Supervisors review and approve access on a monthly basis.**
- **Notification and investigation process for possible security breaches.**

Data Privacy and Security Reports and Requests

- Federal compliance reporting at school, district, or state level only, never at individual level.
- Public reports aggregate data at levels that prevent potential identification of individual students (e.g., cell size filters, grouping small or sensitive populations, blinding totals).
- Data requests reviewed by Data Practices Compliance Official or experienced designee for private and potentially identifiable data.

Data Privacy and Security Training

MDE provides training to staff, contractors, and partners to help ensure data privacy and security.

- **Director and staff training on the MGDPA, FERPA, and data practices.**
- **Staff training on IT security procedures.**
- **Supervisor training on granting staff access to private databases.**
- **Contractor and partner training on data practices requirements and best practices.**

What other security protocols are in place?

Ongoing security monitoring & improvements

- New vulnerability management and monitoring system
- Single sign on system that covers 40 web applications
- New internal and external user access recertification
- SSL encryption for all data transmission to/from outside MDE's network
- MN.IT @ Education has completed Windows Server security review & updates to meet security configuration baselines utilizing the Center for Internet Security (CIS) Security Benchmarks
- MN.IT @ Education has completed SQL Server security review & updates to meet security configuration baselines (CIS)
- New mainframe password management system

How are we transparent in collecting/using data?

Data Practices webpage on MDE website with Data Practices Compliance Official contact info listed.

- **Includes guides for individuals to make public data requests or requests on individual student information on themselves or their children.**
- **Links to MGDPA and FERPA**

Minnesota Student Survey
Intent and Purpose

- To provide a holistic picture of the well-being of Minnesota students.
- To make local data on the surveyed topics available to counties, community organizations, and school districts.
- To provide data on smaller youth population groups (e.g., by race and ethnicity).
- To streamline the large number of surveys previously completed by students.

Minnesota Student Survey
Scope

- **In general, content has remained consistent since the survey's inception in 1989.**
- **Changes to questions occurred in order to:**
  - **Address new issues that emerged.**
  - **Align survey questions with validated national instruments.**
  - **Address legislative requirements (e.g., MS §120B.35 subd. 3(d)).**
- **Grades shifted to 5, 8, 9 and 11 in 2013**
  - **Increased the likelihood of reaching more school types (i.e., elementary, middle school, high school).**

Minnesota Student Survey Question Development

- Partnership of four state agencies:
  - MN Department of Education
  - MN Department of Health
  - MN Department of Human Services
  - MN Department of Public Safety / Office of Justice Programs
- Feedback gathered from key stakeholders
- Questions taken from validated instruments

Minnesota Student Survey
Data Access

Complete data files

- Includes individual data cases
- Does not contain identifying information
- Suppressed where groups are smaller than 20 students
- Requires data request and data user agreement forms
- State-level data:
  - County variables
  - Race/ethnicity variables
  - Districts are de-identified
- School district-level data:
  - Requires superintendent permission

Summary data files

- Includes summary results by grade-level and gender, where possible
- Suppressed where groups are smaller than 20 students
- State-level data:
  - Available on MDE, MDH, and DHS websites
  - Disaggregated by race/ethnicity (DHS)
- County and region-level data:
  - Available on MDH website
- School district-level data:
  - Available on MDE website
  - Provided to participating school districts

Minnesota Student Survey
Participation

- **Voluntary and anonymous participation:**
  - **School districts, parents and students can all choose not to participate.**
  - **Students can decide to skip questions or stop at any point.**
  - **Survey materials do not include names or identifying code numbers at the student level.**
- **When participation in a survey is voluntary, federal Protection of Pupil Rights Amendment (PPRA) requires that schools must do the following:**
  - **Allow parents to inspect and review the survey.**
  - **Allow parents to opt their child out of participating in the survey.**

Questions?

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