

Instructions for Researchers Requesting Access to Personally Identifiable Information



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001

www.isbe.net

Table of Contents

Section 1. OVERVIEW	3
Section 2. APPLICATION REQUIREMENTS	3
1. Cover Letter.	3
2. Project Proposal.	4
3. Current Resume or Curriculum Vitae of the Principal Researcher.	4
4. Evidence of Approval or Principal Researcher's Knowledge & Ability.	4
5. Written Assurances.	5
6. Acknowledgement of Confidentiality Requirements.	6
7. Certification.	6
Section 3. SUBMISSION OF APPLICATION:	7
Section 4. REVIEW OF APPLICATION.	7
Appendix 1. ACKNOWLEDGEMENT OF CONFIDENTIALITY REQUIREMENTS	9
Appendix 2. CERTIFICATION	10
Appendix 3. CRITERIA FOR RELEASE OF CONFIDENTIAL INFORMATION.	12
Appendix 4. LEGAL REQUIREMENTS.	13
Appendix 5. SAMPLE DATA SHARE AND USE AGREEMENT.	14
Appendix 6. APPLICATION CHECKLIST	46
Appendix 7. ISBE DATA ELEMENT TABLES	47

Section 1. OVERVIEW

The Illinois State Board of Education (ISBE) collects and maintains a large amount of valuable data, and takes seriously the responsibility of maintaining and using that data in a way that is secure and respects the privacy of parents, students, and educators. In order to drive improvement in teaching and learning in Illinois, there are instances in which ISBE, in its discretion, will enter into agreements under which personally identifiable data will be shared with researchers for the purpose of assisting them with projects that serve the public interest and are related to [ISBE's mission and goals](#). In order for ISBE to consider a request for personally identifiable education data, an application, meeting the following requirements, must be submitted to ISBE's Data Request Review Board (DRRB).

Section 2. APPLICATION REQUIREMENTS

Please pay specific attention to the application requirements noted below. For approval to be granted, the following materials must be provided in electronic form. Faxed or hard copy materials are not acceptable. An Application will **NOT** be considered until it is complete. You can speed up the DRRB's review time greatly by providing an Application which thoroughly and thoughtfully addresses the stated requirements. ISBE has provided an Application Checklist ([Appendix 6](#)) for your convenience in organizing these materials for submission.

1. Cover Letter.

- a. Name of Requestor (should be the person or entity that will ultimately enter into the Data Share and Use Agreement with ISBE).
 - i. Note: Some sponsoring entities require that the Data Share and Use Agreement be signed by the entity and ISBE as opposed to the Principal Researcher and ISBE. In this case, the entity should be identified as the Requestor and will need to co-sign all required documents listed below along with the Principal Researcher. It is the responsibility of the Principal Researcher to ascertain whether or not these requirements exist at his or her organization. Failure to do so could result in the revocation of project approval.
- b. Contact Information for Requestor (phone number, email address, and mailing address).
- c. Name of Principal Researcher (if different than Requestor)
- d. Contact Information for Principal Researcher (if different than Requestor) (phone number, email address, and mailing address).
- e. If Requestor is the Principal Researcher, Requestor's Employer or Organization and/or Entity Associated with Requestor (if independent researcher, please specify).
- f. Title of Research Project.
- g. Brief description of Research Project (including how it relates to ISBE's mission and goals, and its purpose and significance for public education in Illinois).

2. **Project Proposal.** The project proposal should be a thorough and complete narrative presented in outline format. Section headings should be presented in the order and format listed below, including full section titles. In other words, the section heading should read, “a. Topic of the Research Project,” as opposed to, “a.”

- a. Topic of the Research Project.
- b. Purpose of the Research Project.
- c. Primary research questions to be answered by the Project.
 - i. Number each question separately and do not imbed in a descriptive paragraph.
- d. Explanation of how this Research Project is educationally significant.
 - i. Discuss the ways in which the project supports [ISBE's mission and goals](#) as well as its implications for Illinois public schools. In other words, provide a clear and compelling argument that the Research Project will benefit ISBE's educational priorities.
- e. Rationale for the Research Project.
- f. Methodology of the Research Project.
- g. Data requested.
 - i. Include a list of the data elements (See Appendix 7), years and grade levels requested.
- h. Explanation why data available in the public domain (i.e. through the Illinois Interactive Report Card) is not sufficient for the Research Project.
- i. Sampling Design.
- j. Timeline for the Research Project.
 - i. Include approximate start and end dates for the following phases of the Research Project: data collection, data analysis, report writing, final review of report and publication, destruction of data upon completion of project.

3. **Current Resume or Curriculum Vitae of the Principal Researcher.**

4. **Evidence of Approval or Principal Researcher's Knowledge & Ability.**

- a. If Principal Researcher is a **Graduate Student**:
 - i. Please include a letter from the graduate student's advisor approving the Research Project. This letter should also explain the degree to which the advisor will supervise the graduate student's work on the Research Project.
- b. If Principal Researcher is an **Independent Researcher**:

- i. Please include copies of peer reviewed articles related to the Independent Researcher's prior research projects.
 - c. If Principal Researcher is ***employed by or sponsored by an institution or organization***:
 - i. Please include written approval of the Research Project by the applicable institution or organization's signatory authority.
 - d. ***All*** Principal Researchers:
 - i. If the Project includes human subjects research conducted or supported by any federal department or agency that has adopted the Federal Policy for the Protection of Human Subjects (the "Common Rule"), please include written approval of the Research Project by an Office of Human Research Protections (OHRP) approved Institutional Review Board (IRB); or a determination that the research is otherwise exempt from the requirements of the Common Rule; or a determination from the department or agency conducting or supporting the research, that the research shall be covered by a separate assurance.
 - ii. ISBE does not have its own internal IRB, therefore Researchers proposing research involving human subjects, conducted or supported by any federal department or agency that has adopted the Federal Policy for the Protection of Human Subjects (the "Common Rule"), must also include written assurance that an outside OHRP approved IRB has agreed, at no cost to ISBE, to: 1) act as ISBE's IRB for purposes of ISBE's Federalwide Assurance; 2) enter into an Institutional Review Board Agreement with ISBE; and 3) conduct a review of the Research Project's human subjects research on ISBE's behalf, if ISBE's Human Protections Administrator determines that the research is not exempt from OHRP requirements, and/or the department or agency conducting or supporting the research has not made a determination that the research shall be covered by a separate assurance. 45 C.F.R. Part 46.
5. **Written Assurances.** Assurances should be presented in the order listed below. In the case that the Requestor is not the Principal Researcher, both the Requestor and the Principal Researcher must attest to the following.
- a. ISBE expects to receive written assurance that a Requestor and Principal Researcher fully disclosed all aspects of planned research.
 - b. Pursuant to the Federal Educational Rights and Privacy Act, ISBE expects written assurance that the confidentiality of student- and staff- level data will be maintained. This is true for all research involving human subjects.
 - c. ISBE expects written assurance that the Requestor and Principal Researcher will comply with all federal and state requirements for participation in research.
 - d. ISBE expects written assurance that the Requestor, Principal Researcher and, if applicable, the Researcher's associated entity, has reviewed the sample Data Share and

Use Agreement ([Appendix 5](#)) and acknowledges that by submitting an application all parties listed in this section agree to the substantive terms of the agreement.

- e. ISBE expects written assurance that the proposed study will not hinder learning, interfere with safety, or negatively impact the teaching/learning process. Any study involving data at an individual level must first meet the requirements of #4 above (concerning prior approval by an IRB for research involving human subjects, and willingness to act as ISBE's IRB).
 - f. ISBE expects written assurance that the Data Request Review Board will be given the opportunity to examine in advance any and all questionnaires or surveys that are proposed, coding protocols that are used, interview scripts that are planned, etc.
 - g. ISBE expects written assurance that the Data Request Review Board will be given the opportunity to inspect in advance any and all letters that go to staff, students, and/or parents seeking permission for individuals to participate.
 - h. ISBE expects written assurance that the identities of students, staff, schools, districts, ISBE, and/or the state of Illinois will be masked in any findings to be disseminated.
 - i. The Requestor must acknowledge in writing that it is the responsibility of the Researcher(s) to perform any additional work (e.g., re-code data, match data, develop sub-scores, etc.) in any ISBE database provided. If the Researcher(s) requests state data for selected schools and/or school districts, the Researcher must first contact the schools and/or school districts to request data directly from the schools and/or school districts. For any data to be provided by ISBE for selected schools and/or school districts, the Researcher(s) must also provide documentation granting permission from the target school(s) or school district(s).
 - j. ISBE expects a written assurance that the Requestor will provide a summary of preliminary research findings and a technical report for ISBE's review and approval **at least 60 days prior** to the publication of the study. The Requestor and Researcher acknowledge that the study may not be published without this review and ISBE's prior approval. This timeline allows ISBE to have research reviewed by its Technical Assistance Council as necessary.
 - k. ISBE expects a written assurance that the Requestor will provide ISBE with a full copy of the published study and results.
 - l. Upon application, those seeking to conduct research acknowledge in writing that **no right to an appeal** process exists.
6. **Acknowledgement of Confidentiality Requirements.** All applications must include a signed Acknowledgement of Confidentiality Requirements ([Appendix 1](#)) executed by the Requestor, and, if not the same person, signed by the Principal Researcher.
7. **Certification.** All Applications must include a Certification ([Appendix 2](#)) executed by the Requestor and, if not the same person, signed by the Principal Researcher.

Section 3. SUBMISSION OF APPLICATION:

1. Please save all application materials, including scanned copies of required documents, in one pdf file.
2. Title the file according to the following naming convention:

Requestorlastname.DateofSubmission.ApplicationtoConductResearch.pdf

Example: Doe.July252011.ApplicationtoConductResearch.pdf

3. Submit the completed Application via email to:

Brandon Williams (bwilliam@isbe.net)
Illinois State Board of Education

ONLY ELECTRONIC COPIES OF APPLICATIONS WILL BE CONSIDERED, DO NOT SEND A HARD COPY OF THE APPLICATION VIA MAIL OR FACSIMILE.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO SENDER WITHOUT COMMENT.

Section 4. REVIEW OF APPLICATION.

1. Once a complete Application has been received, the DRRB process will begin. Incomplete or improperly submitted Applications will **NOT** be considered.
2. Upon final determination, the DRRB will notify the Requestor in writing as to whether the Research Project was approved or denied. Requestors should allow at least 60 days for the Application review process to be completed.
3. The Researchers may be contacted for clarification questions and/or a follow-up discussion regarding the scope of the research and requested information.
4. The DRRB will review the proposal considering ISBE's Criteria for Release of Confidential Information ([Appendix 3](#)).
5. ISBE may refuse to approve a Research Project for any reason, including but not limited to if, in ISBE's view, the Research Project has the potential to negatively impact ISBE, the State of Illinois, a particular school or district, a staff group, cohorts of students, or established rules and laws.
6. The limited amount of ISBE staff resources will limit the number of requests that can be honored during a fiscal year. Thus, some worthy studies that receive DRRB approval may need to be postponed until resources are available.
7. Research proposals that fall under ISBE's [primary mission statement or the State Board of Education's goals](#) will receive priority.
8. If an Application is denied, there is **NO** appeals process. **All decisions are final.**

9. Upon approval of the Research Project, the parties must enter into a formal Data Share and Use Agreement, and all Researchers involved in the Research Project must sign a confidentiality agreement and/or a memorandum of understanding that outlines the rules and regulations which govern the use of the shared data. No data will be shared by ISBE for the Research Project until any and all agreements have been fully executed by the parties.
10. ISBE may withdraw approval for a Research Project at any time and for any reason.

Questions: For any questions regarding this Application, please contact:

Brandon Williams (bwilliam@isbe.net)
Illinois State Board of Education

Appendix 1. ACKNOWLEDGEMENT OF CONFIDENTIALITY REQUIREMENTS

Acknowledgement of Confidentiality Requirements

I, _____
hereby acknowledge that I may be given access to confidential, personally identifiable information as part of this Illinois State Board of Education approved Research Project and that I:

1. Cannot use, reveal, or in any other manner disclose any personally identifiable information furnished, acquired, retrieved, derived, or assembled by me or others for any purpose other than those purposes specified in the Application to Conduct Research with Personally Identifiable Information for this Research Project; and
2. Must comply with the Federal Education Rights and Privacy Act (FERPA) [20 U.S.C. 1232g; 34 C.F.R. Part 99].

I also pledge to adhere to all data security requirements applicable to this Research Project and set forth in the Data Share and Use Agreement in the case that it is approved. I understand that I am subject to disciplinary action by my employer or civil penalties for disclosing this information to any unauthorized individual or entity.

Requestor:

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Research Project: _____

Principal Researcher (if not Requestor):

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Appendix 2. CERTIFICATION

Certification

I _____, the Requestor of the attached Application, do hereby certify that:

1. To the best of my knowledge and belief, all of the information and data contained in the attached Application are true and correct; and
2. That I have read and understand all terms and conditions set forth in the Application to Conduct Research with Personally Identifiable Information.

Signature: _____

Printed Name: _____

Date: _____

Certification

I _____, the Principal Researcher of the attached Application, do hereby certify that:

- 3. To the best of my knowledge and belief, all of the information and data contained in the attached Application are true and correct; and
- 4. That I have read and understand all terms and conditions set forth in the Application to Conduct Research with Personally Identifiable Information.

Signature: _____

Printed Name: _____

Date: _____

Appendix 3. CRITERIA FOR RELEASE OF CONFIDENTIAL INFORMATION.

The Data Request Review Board (DRRB) will review all complete research proposals considering the following criteria:

1. The degree to which the research aligns with ISBE’s mission and research priorities and has the potential to improve Illinois public elementary and secondary education;
2. The degree to which the research question(s) cannot be answered without the personally-identifiable data;
3. The experience of the requesting Researcher(s) in performing similar research projects and ability to conduct the proposed research project;
4. The capacity of the requesting Researcher(s) to keep the data secure; and
5. The availability of ISBE staff to fulfill the data request for the research project and monitor the research activities.

Appendix 4. LEGAL REQUIREMENTS.

The Family Educational Rights and Privacy Act's (FERPA's) implementing regulations allow disclosure of personally identifiable information without prior consent to organizations conducting studies for, or on behalf of, educational agencies or institutions to: 1) develop, validate, or administer predictive tests; 2) administer student aid programs; or 3) improve instruction. 34 C.F.R. § 99.31 (a)(6)(i).

This disclosure is subject to further legal requirements under FERPA:

- A. The study must be conducted in a manner that does not permit personal identification of students and their parents by individuals other than representatives of the organization that have legitimate interests in the information.
- B. The information is destroyed when no longer needed for the purposes for which the study was conducted;
- C. ISBE enters into a written agreement with the organization that:
 - a. Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
 - b. Requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement;
 - c. Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
 - d. Requires the organization to destroy or return to the educational agency or institution all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed; and
- D. The organization agrees not to allow access to any other party any personal information without the written consent of the parents of the student or eligible student.

If a third party, outside ISBE, to whom information is disclosed permits access to information to another party without the written consent of the parents of the student or eligible student, or does not destroy or return the information when no longer needed for the purposes for which the study was conducted, ISBE may not allow that third party responsible for the violation access to personally identifiable information from education records for at least five years. 20 U.S.C. 1232g (b)(4)(B), 34 C.F.R. § 99.33 (e), § 99.31 (a)(6)(iv).

FORM: ACADEMIC RESEARCH (UPDATED 10/2011)

DATA SHARE AND USE AGREEMENT

between

ILLINOIS STATE BOARD OF EDUCATION

and

[INSERT NAME OF OTHER PARTY]

This Data Share and Use Agreement (hereinafter “Agreement”) is hereby made and entered into by and between the Illinois State Board of Education (“ISBE”) and *[insert name of party]* (the “Recipient”) (each a “Party” and collectively “the Parties”).

I. RECITALS

1. ISBE owns and maintains information, including individually identifiable information, on students, including prior Illinois students (“Student Data”); teachers, including teacher certification and service record data (“Teacher Data”); programs; schools or institutions; and districts (collectively “Confidential Data”) necessary for required federal reporting and to audit and evaluate education programs and to perform studies for, or on behalf of, public elementary and secondary schools, all in a manner consistent with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) (“FERPA”), the Illinois School Students Records Act (105 ILCS 10/1, *et seq.*) (“ISSRA”), and other applicable laws.
2. The term “individually identifiable information” means information that is identifiable to a particular individual, program, classroom, school, institution or district, including but not limited to the following: (a) a first and last name; (b) a home or other physical address, including street name and name of a city, town, or county; (c) an e-mail address; (d) a telephone number; (e) a social security, employer identification, or student identification

number; (f) test scores; or (g) clinical information, including any questionnaires, notes, or other documentation.

3. ISBE is authorized by law to secure, compile, catalog, publish and preserve information and data relative to the public school system of Illinois, making such comparison as will assist the General Assembly in determining the priorities of educational programs to be of value to the public school system of Illinois and of other states (105 ILCS 5/2-3.31).
4. ISBE is the state agency in Illinois responsible for educational policies and guidelines for public schools, pre-school through grade 12, and Vocational Education in Illinois and is responsible for analyzing the present and future aims, needs and requirements of education in Illinois (105 ILCS 5/1A-4 (C)).
5. Recipient is *[insert description of party, including whether party is entering into the agreement on behalf of one of its employees (i.e. a university, as the Recipient, entering into the agreement on behalf of or for the benefit of a professor)]*.
6. Recipient will engage in research and evaluation of the Confidential Data as ISBE's authorized representative. This research and evaluation, as more fully set forth in Exhibit A, the Specifications for Shared Data and Use ("Specifications"), attached hereto, will evaluate *[insert brief description of research project]*, as defined in Section A. of the Specifications, ("Research Project").
7. Federal law allows the release of educational records or personally identifiable information of students without the consent of students or parents ("individually identifiable student information"), so long as the disclosure is to authorized representatives of state educational authorities for purposes of audit or evaluation of state supported education programs, or to organizations or individuals conducting studies for, or on behalf of, educational agencies or institutions for the purpose of improving instruction; so long as the studies are conducted in such a manner that they do not allow for the personal identification of students and parents by persons other than representatives of such organizations who have been determined by the state educational authority to have legitimate interests in the information and who are under the direct control of the state educational authority; and the information is destroyed when no longer needed for the purpose for which the study was conducted. 20 U.S.C. § 1232g(b)(1)(C)(i)(III) and (b)(1)(F) and 34 C.F.R. § 99.31 (a)(1)(i)(B), § 99.31(a)(3)(iv) and (a)(6)(i) and (a)(6)(ii).
8. The Parties wish to enter into this Agreement in order to:

- A. Establish Recipient as ISBE's authorized representative for purposes of Recipient providing ISBE with research, analysis, audit and/or evaluation of the State's educational system for the improvement of educational instruction;
- B. Establish the necessary data sharing arrangements between the Parties to provide data necessary to conduct research, analysis, and evaluation;
- C. Facilitate the audit or evaluation of education programs for, or on behalf of, ISBE in a manner permitted by FERPA, ISSRA, and other applicable law ("Audit or Evaluation"); and
- D. Facilitate the performance of studies for, or on behalf of, ISBE in a manner permitted by FERPA, ISSRA, and other applicable law ("Research").

II. DATA SHARING AUTHORIZATIONS

1. ISBE hereby designates and recognizes Recipient as its authorized representative for purposes of Research, Audit and Evaluation related to *[insert brief description of Research Project and how the Research Project promotes the Research, Audit and Evaluation of education programs]*.
2. ISBE agrees to share with Recipient the ISBE data set forth in the Specifications solely for the limited purposes and extent as specified in Exhibit A. Recipient agrees to use the Confidential Data for the Research Project only as authorized pursuant to this Agreement. Any act by Recipient that involves a use beyond that set forth herein shall be deemed in its entirety to be a prohibited use of the Confidential Data.
3. Recipient will securely store and maintain the Confidential Data at *[insert specific place the Confidential Data will be stored (i.e. specific building and room number)]*, in accordance with the terms and conditions set forth in Exhibit E ("Data Security Plan"), attached hereto.
4. All officials and employees authorized to request, receive and obtain information, including the Confidential Data, from Recipient under this Agreement are identified in Exhibit A, Attachment 1. Any further disclosure to officials and employees identified by Recipient that will have access to information as provided under this Agreement shall be documented through completion of a form meeting the requirements of Exhibit C ("Form for Amendment of Exhibit A, Attachment 1") and an executed copy(ies) of Exhibit E, Attachment 1 ("Security Pledge for the Use of Confidential Data"). No disclosure of information provided under this Agreement shall be permitted until a form meeting the requirements of Exhibit C

and an executed Security Pledge for the Use of Confidential Data is received and approved by ISBE.

5. All contractors, subcontractors, or agents authorized to request, receive or obtain information, including Confidential Data, from Recipient under this Agreement are identified in Exhibit A, Attachment 2. Any further disclosure to contractors, subcontractors, and agents identified by Recipient that will have access to information as provided under this Agreement shall be documented through completion of a form meeting the requirements of Exhibit D ("Form for Amendment of Exhibit A, Attachment 2") and an executed copy(ies) of Exhibit E, Attachment 1 ("Security Pledge for the Use of Confidential Data"). No disclosure of information provided under this Agreement shall be permitted until a form meeting the requirements of Exhibit D and an executed Security Pledge for the Use of Confidential Data is received and approved by ISBE.
6. Recipient agrees that it is ultimately responsible for ensuring that any third-party, including any employee, contractor, subcontractor, or agent of Recipient, operates in accordance with the terms and conditions of this Agreement.
7. Recipient is responsible for ensuring that any third party acquirer of ISBE Confidential Data, employed by, under contract to or working in collaboration with Recipient, operate within the terms of this Agreement; not retain any Confidential Data permanently, but is required to return any Confidential Data to ISBE upon request, or to Recipient within 10 days of Recipient's request, and/or upon completion of the work or termination, cancellation or expiration of this Agreement. ISBE may request that the Confidential Data be permanently destroyed and that written certification of destruction be sent to ISBE.
8. ISBE makes no representations or warranties, express or implied, with respect to the Confidential Data. ISBE shall not be liable to the Recipient for amounts representing the loss of profits, loss of business or indirect, consequential or punitive damages in connection with the provision or use of Confidential Data under this Agreement.
9. The individuals signing below on behalf of ISBE represent that, with respect to any agreement between any third-party and the Recipient, ISBE's signatures attached hereto are intended solely as an acknowledgement of the separate data agreements with the third-party and do not suggest or imply acceptance of the terms and conditions of any agreements between the Recipient and the third-party, nor constitute an endorsement or approval of any such agreements by the State of Illinois.

III. DATA ACCESS, USE AND SECURITY

1. **Restrictions on Recipient.** The data access, use, and security restrictions set forth in this Section shall apply to the receipt, use, disclosure, and maintenance of Confidential Data by Recipient. Recipient agrees to the following:
 - A. Confidential Data may only be used for the purpose or purposes authorized pursuant to this Agreement.
 - B. Recipient will comply with all applicable laws, materials, regulations and all other State and Federal requirements with respect to the protection of privacy, security and dissemination of the shared data.
 - C. Recipient will comply with the relevant requirements of FERPA (20 U.S.C. § 1232g) and ISSRA (105 ILCS 10/1 *et seq.*), regarding the confidentiality of Student Data, and specifically “education records” as defined in FERPA and “school student records” as defined in ISSRA. Any use of information contained in student education records to be released must be approved by ISBE. To protect the confidentiality of student education records, Recipient will limit access to student education records to those employees who reasonably need access to them in order to perform their responsibilities under this Agreement.
 - D. Recipient will follow ISBE’s confidentiality requirements for all ISBE data, pursuant to the Data Processing Confidentiality Act (30 ILCS 585/0.01 *et seq.*). Information obtained from any individual shall comply with the following terms and conditions, which include, but are not limited to:
 - Be confidential;
 - Not be published or open to public inspection;
 - Not be used directly in any court in any pending action or proceeding; and
 - Not be admissible in evidence in any action or proceeding.

All records and other information maintained by ISBE regarding any person are confidential and shall be protected from unauthorized use and/or disclosure under this Agreement. Any dissemination or use of the Confidential Data for other than the primary purpose of this Agreement without the express written authority of ISBE is specifically prohibited. Confidential Data released under this Agreement are solely for the use of Recipient and are to be used only for the specific purposes as described in the Specifications.

- E. In the event that any Confidential Data is required to be disclosed in response to a valid order of a court of competent jurisdiction or other governmental body of the United States or any political subdivisions thereof, Recipient shall first (a) notify ISBE of the

order and provide a complete copy of such order to ISBE and (b) permit ISBE to seek an appropriate protective order. Recipient shall fully cooperate with ISBE if ISBE wishes to apply to such court for a protective order. Recipient shall only disclose the Confidential Data to the extent necessary and for the purposes of the court or other governmental body. Furthermore, Recipient must comply with the notice requirements of FERPA (34 C.F.R. § 99.31(a)(9)(ii) when and if it is required to disclose any Student Data in accordance with a lawfully issued subpoena or court order. 34 C.F.R. § 99.33(b)(2).

- F. Nothing in this Agreement may be construed to allow Recipient to maintain, use, disclose, or share the Confidential Data in a manner not allowed by state or federal law or regulation, including but not limited to FERPA (20 U.S.C. § 1232g) and ISSRA (105 ILCS 10/1, *et seq.*).
- G. Recipient will not share Confidential Data with anyone, except those employees and contractors, subcontractors and agents of Recipient as identified in Exhibit A, Attachments 1 and 2, as may be amended from time to time in accordance with the terms and conditions of this Agreement. Recipient will instruct all persons having access to Confidential Data on the use and confidentiality restrictions set forth in this Agreement and sanctions for unauthorized disclosure and shall require all employees, contractors, subcontractors, or agents of any kind to comply with all applicable provisions of FERPA and other state and federal laws with respect to the Confidential Data. Recipient shall provide executed copies of Exhibit E, Attachment 1 ("Security Pledge for the Use of Confidential Data") for each such person and upon ISBE's request, shall produce a written acknowledgement from all such persons verifying that the instruction required under this Section has occurred.
- H. Recipient will not disclose any individually identifiable information or Confidential Data under this Agreement in a manner which could identify an individual student, person, program, school, institution, or district except as authorized by ISBE and applicable law. Disclosure includes, without limitation, disclosure of information, research, or analysis in a manner that permits the personal identification of parents and students, as such terms are defined in the FERPA regulations (34 C.F.R Part 99), or individual identification of a person, program, school, institution, or district; and includes, de-identified or aggregate data in cell sizes of less than ten (10) for each category or subcategory of data, and de-identified or aggregate data in cell sizes of more than ten (10) for each category or subcategory that, when disaggregated could lead to indirect disclosure through the disclosure, through the cumulative effects of disclosures, or when combined with other data element(s) in the public domain.
- I. Recipient may not re-disclose Student Data to any other person or entity unless permitted by law and approved in advance under an amendment to this Agreement and, if required by law, the written consent of the parent or student if such student may consent to disclosure under FERPA. Re-disclosure of Student Data includes, without limitation, disclosure of information, research, or analysis in a manner that permits the personal identification of parents and students, as such terms are defined in the FERPA regulations (34 C.F.R. Part 99); and includes, de-identified or aggregate data in cell sizes of less than ten (10) for each category or subcategory of data, and de-identified or aggregate data in

cell sizes of more than ten (10) for each category or subcategory that, when disaggregated could lead to indirect disclosure through the disclosure, through the cumulative effects of disclosures, or when combined with other data element(s) in the public domain.

- J. Recipient certifies that it has the capacity to restrict access to the Confidential Data and maintain the security of electronic information, as more fully set forth in Exhibit E ("Data Security Plan"). Recipient shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted Confidential Data received from, or on behalf of, ISBE. Recipient acknowledges that the use of unsecured telecommunications, including the Internet, to transmit individually identifiable or deducible information derived from the Confidential Data specified in Exhibit A is strictly prohibited. Recipient agrees that all data transmissions will be encrypted and provided through a secure FTP site. These measures will be extended by contract to all employees, contractors, subcontractors, or agents that will receive Confidential Data provided by this Agreement and used by Recipient.
- K. Recipient will not provide any of the Confidential Data obtained pursuant to this Agreement to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity by virtue of a finding under subsections 99.67(c), (d) or (e) of Title 34 of the Code of Federal Regulations. 34 C.F.R. § 99.67 (c), (d) and (e).
- L. Recipient agrees to fully report to ISBE within one day of discovery any infraction of the confidentiality provisions and any use or disclosure of Confidential Data not authorized by this Agreement or in writing by ISBE. Recipient's report shall identify: (i) the nature of the unauthorized use or disclosure; (ii) the Confidential Data used or disclosed; (iii) who made the unauthorized use and/or received the unauthorized disclosure; (iv) what Recipient has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure; and (v) what corrective action Recipient has taken or shall take to prevent future similar unauthorized use and/or disclosure. Recipient shall provide such other information, including a written report, as reasonably requested by ISBE.
- M. Recipient agrees that Confidential Data shall not be archived or sent to a records center and shall not be retained for any period longer than the earlier of: (i) the expiration of the Term of this Agreement or (ii) the completion of the Research Project (the "Completion Date").
- N. Recipient agrees to secure any and all data received pursuant to this Agreement and agrees to establish, secure and retain records of access and use of all Confidential Data received pursuant to this Agreement. Recipient agrees to allow ISBE on-site inspection and access to all relevant data files and servers to verify data security and usage, as well as audit access, throughout the Term of this Agreement and for a period of three (3) years following the Completion Date, whichever is longer. The three (3) year period shall be extended for the duration of any audit in progress during the Term. No fees shall be assessed for such access, audit, or review, and Recipient agrees to cooperate with ISBE's efforts to verify data security and usage.

- O. Recipient must create and maintain a record of any disclosure of Confidential Data made to any other person or entity pursuant to this Agreement. The record of disclosure must record the name of any person or organization receiving the Confidential Data and their legitimate interest in the Confidential Data for Audit, Evaluation, or Research. The record must also describe the Confidential Data included within the disclosure by class, school, district, or other appropriate grouping. Upon ISBE's request, Recipient must provide a copy of the record of further disclosures to ISBE.
 - P. Any breach of the security of any Confidential Data provided to any person or entity under this Agreement shall be subject to the terms and provisions of the Personal Information Protection Act (815 ILCS 530/1, *et seq.*).
 - Q. Recipient represents and agrees that any and all approvals for the research to be conducted using the Confidential Data, where required by law, from the Recipient or the Recipient's Institutional Review Board ("IRB") have been obtained. ISBE may request a copy of any review completed by Recipient or the Recipient's IRB related to the Confidential Data; and Recipient shall provide ISBE with a copy of the requested review within ten (10) working days of ISBE's written request.
 - R. Recipient may not assign its obligations under this Agreement, or any part of its interest in this Agreement, without the prior written consent of ISBE. Any assignment made without said consent shall be null and void.
 - S. Recipient recognizes and agrees that the Confidential Data it obtains under this Agreement is the property of ISBE and shall be disposed of or returned to ISBE within ten (10) days, upon ISBE's request. All Confidential Data received pursuant to this Agreement shall be disposed of upon termination, cancellation, expiration, or other conclusion of this Agreement. Disposal means the return of the Confidential Data to ISBE or destruction of the Confidential Data as directed by ISBE, including purging of all copies from the Recipient's computer systems. If Recipient destroys the Confidential Data, it shall provide ISBE with a written certificate identifying the data and confirming the method and date of destruction. Recipient agrees to require all employees, contractors, subcontractors, or agents of any kind to comply with this provision.
2. Recipient must ensure that any third-party recipient of the Confidential Data working under or in collaboration with Recipient agrees by contractual terms to the provisions of this Agreement for the sharing, disclosure, re-disclosure, use, maintenance, security and destruction of the Confidential Data.
 3. The terms and provisions of this Section III shall apply to the use of Confidential Data received by Recipient for so long as Recipient retains the data and shall survive the expiration or earlier termination of this Agreement.

IV. TERM AND TERMINATION

1. **Term.** This Agreement shall become effective on the date of signature of the last signatory to the Agreement and, subject to any earlier termination as provided herein, shall remain in full force and effect through and including *[insert end date]* (the “Term”). At the sole option of ISBE and subject to the mutual agreement of the Parties, this Agreement may be renewed for *[insert any renewal term(s)]*.
2. **Termination.** This Agreement may be terminated by either Party upon thirty (30) days written notice to the other Party.
3. **Termination for Breach.** Notwithstanding any other provisions to the contrary, this Agreement is subject to immediate cancellation by ISBE for failure of Recipient or its authorized employee, contractor, subcontractor, or agent to adhere to any provision set forth in this Agreement.
4. **Termination upon Unauthorized Data Disclosure.** Notwithstanding any other provisions to the contrary, ISBE may immediately terminate its participation in this Agreement if any Confidential Data disclosed by ISBE to Recipient is used in any manner which violates the terms and provisions of this Agreement, ISSRA and/or FERPA.
5. **Survival.** Notwithstanding any other provision in this Agreement, the terms of this Agreement regarding the use, confidentiality, and secure maintenance of data shall survive the termination of the Agreement and continue in full force and effect.

V. GENERAL PROVISIONS

1. **Amendment.** This Agreement may be amended only by a written instrument signed by the Parties. Notwithstanding the foregoing, any amendment to modify or add to the scope of the research or data to be shared must be signed by Recipient and the Illinois State Superintendent of Education and ISBE General Counsel and shall be in the form as set forth in Exhibit B (the “Form for Amendment of Research Scope or Shared Data”).
2. **Reservation of Data Release.** ISBE reserves the right to refuse any data request involving individually identifiable information data or school/program/institution/district level data. However, nothing herein shall prohibit individuals or entities from releasing data pertaining to themselves or their own school, program, institution or district.

3. **Comment and Approval Period.** ISBE shall be provided for its review, any and all research and other reports produced using its data. The Recipient will provide ISBE with one electronic and at least one paper copy of a final draft and all final versions of all approved reports to be released, along with other documents associated with any of the Specifications, as set forth in Exhibit A. ISBE expressly reserves the right to review, comment, and approve any use of the data shared or collected pursuant to this Agreement before its public release. The period of such review will be 60 days from ISBE's receipt of the material to be publicly released. After the 60 day review period has lapsed, if ISBE has not approved the use in writing, the Recipient may not release the material publicly with ISBE's data included, but shall remove all ISBE data from the proposed publication and associated research analysis and provide a copy of the proposed publication, sans ISBE data, to ISBE prior to final publication. ISBE reserves the right to demand, and, if requested, Recipient shall include in any material to be publicly released that includes the use of ISBE data, a rejoinder to be provided in writing by ISBE.

4. **Public Announcements.** All media releases and public announcements by either Party relating to this Agreement, the Research Project, or the Specifications shall be coordinated with and approved in writing by ISBE.

5. **Authorized Representatives.** The following persons are authorized to approve an amendment to this Agreement on behalf of the Parties (each is an "Authorized Representative;" collectively, the "Approval Representatives"):

For ISBE: The State Superintendent of Education, or designee, with form approved by the General Counsel, or designee(s);

For Recipient: *[insert Recipient's Authorized Representative name or title]*.

6. **Notices.** All notices or other correspondence required to be given pursuant to this Agreement shall be sent by mail or delivered to the Parties' Approval Representatives at the following addresses:

For ISBE:

General Counsel

Illinois State Board of Education

100 North First Street
Springfield, Illinois 62777
Fax: (217) 524-3911

For Recipient:

[insert information]

In case of an emergency or when immediate assistance is needed:

The person to contact on behalf of ISBE is:

Brandon Williams
Telephone (217) 782-4824

The person to contact on behalf of Recipient is:

[insert contact person]

7. **Entirety.** This Agreement, together with the Exhibits attached hereto, constitutes the entire Agreement among the Parties with respect to the subject matter hereof and supersedes any other negotiations, agreements, or communications, whether written or oral, that have been made by any Party.
8. **Severability.** If any provision of this Agreement shall be held invalid, illegal, or unenforceable, such provision shall be deemed deleted from this Agreement and replaced by a valid and enforceable provision which so far as possible achieves the Parties' intent in agreeing to the original provision. The remaining provisions of this Agreement shall continue in full force and effect.

9. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any claim against the State or a State agency arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1) when said claim is within the jurisdiction of the Court of Claims.

10. **Records.** Books and records, including information stored in databases or other computer systems, shall be maintained by Recipient for a period of three (3) years from the later of the Term of this Agreement or the Completion Date and by any subcontractor for a period of three (3) years from the later of the date of the final payment under the subcontract or completion of the subcontract. The three (3) year period shall be extended for the duration of any audit in progress during the Term. Books and records required to be maintained under this section shall be available for review or audit by representatives of ISBE, the Auditor General, and other governmental entities with monitoring authority upon reasonable notice and during normal business hours. Recipient and its employees, contractors, subcontractors and agents shall cooperate fully with any such audit. Recipient and its employees, contractors, subcontractors and agents shall not impose a charge for audit or examination of Recipient's or Recipient's contractor's, or subcontractor's books and records.

11. **Hold Harmless.** To the fullest extent allowed by Illinois law, the Recipient agrees to defend, indemnify and hold harmless ISBE, its officers, staff, employees, and agents against any and all claims, suits, damages and causes of action arising out of or in any way related to the activities to be carried out pursuant to the obligations of this Agreement, including but not limited to, the use or disclosure by Recipient, its employees, contractors or agents, of any information received from or through ISBE pursuant to the terms of this Agreement.

12. **Injunctive Relief.** Recipient agrees that an impending or existing violation of any provision of this Agreement would cause ISBE irreparable injury for which it would have no adequate remedy at law and that ISBE shall be entitled to seek immediate injunctive relief prohibiting such violation, in addition to any other rights and remedies available to it.

13. **Authority to Execute.** Each Party represents and warrants to the other Party that this Agreement has been duly authorized, executed and delivered by and on behalf of each such Party and constitutes the legal, valid and binding agreement of said Party.

14. **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute one and the same instrument. Facsimiles of signatures shall constitute acceptable, binding signatures for purposes of this Agreement.

15. Recitals and Exhibits. The recitals in Section I and the following Exhibits are hereby incorporated by reference and expressly made a part of this Agreement.

EXHIBIT A – SPECIFICATIONS FOR SHARED DATA AND USE (INCLUDING ATTACHMENTS 1, 2, 3 AND 4)

EXHIBIT B – FORM FOR AMENDMENT OF RESEARCH SCOPE OR SHARED DATA

EXHIBIT C – FORM FOR AMENDMENT OF EXHIBIT A, ATTACHMENT 1

EXHIBIT D – FORM FOR AMENDMENT OF EXHIBIT A, ATTACHMENT 2

EXHIBIT E – DATA SECURITY PLAN (INCLUDING ATTACHMENT 1)

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

For the **Illinois State Board of Education**:

Christopher A. Koch, Ed. D. Date
State Superintendent of Education

Approved:

Darren Reisberg, Date
General Counsel

For **Recipient**:

[insert name and title] Date

DATA SHARE AND USE AGREEMENT

EXHIBIT A: SPECIFICATIONS FOR SHARED DATA AND USE

RESEARCH STUDY: [INSERT RESEARCH PROJECT TITLE]

[To be Completed by Recipient]

A. DESCRIPTION OF RESEARCH (*including specific research questions*):

B. SPECIFIC DATA REQUESTED (*including format and data elements*):

C. HOW DATA WILL BE UTILIZED (*Including Attachment I and II*):

D. REPORT:

E. TIMELINE FOR RESEARCH AND RETURN OR DESTRUCTION OF CONFIDENTIAL DATA:
(*Provide a basic timeline for the research and anticipated completion date, with dates for return or destruction of confidential data.*)

DATA SHARE AND USE AGREEMENT

EXHIBIT A: SPECIFICATIONS FOR SHARED DATA AND USE

ATTACHMENT 1

Name, position and legitimate interest in the Confidential Data, of all officials and employees authorized to request, receive, and obtain information, including Confidential Data, from ISBE or Recipient under this Agreement.

Name

Position and Legitimate Interest

DATA SHARE AND USE AGREEMENT

EXHIBIT A: SPECIFICATIONS FOR SHARED DATA AND USE

ATTACHMENT 2

Name of each contractor, subcontractor, or agent and his/her position, legitimate interest in the Confidential Data, organizational affiliation, address, telephone number and facsimile number who will request, receive, or obtain information, including Confidential Data, from Recipient under this Agreement.

Name:	
Title:	
Organization:	
Street Address:	
City/State/ZIP Code:	
Voice:	
Fax:	
E-Mail:	
Legitimate Interest in Confidential Data	
Name:	
Title:	
Organization:	
Street Address:	
City/State/ZIP Code:	
Voice:	
Fax:	
E-Mail:	
Legitimate Interest in Confidential Data	

DATA SHARE AND USE AGREEMENT

EXHIBIT A: SPECIFICATIONS FOR SHARED DATA AND USE

ATTACHMENT 3

DATA ELEMENTS TABLES

DATA SHARE AND USE AGREEMENT

EXHIBIT A: SPECIFICATIONS FOR SHARED DATA AND USE

ATTACHMENT 4

DATA CODE TABLES

DATA SHARE AND USE AGREEMENT

EXHIBIT B

FORM FOR AMENDMENT OF RESEARCH SCOPE OR SHARED DATA

**AMENDMENT # _____ TO EXHIBIT A OF THE DATA SHARE AND USE AGREEMENT
BETWEEN THE ILLINOIS STATE BOARD OF EDUCATION AND [INSERT RECIPIENT]**

Dated _____

A. DESCRIPTION OF RESEARCH (*including additional or modified specific research questions*):

B. SPECIFIC DATA REQUESTED (*including format with any additionally requested data elements*):

C. HOW DATA WILL BE UTILIZED (*Including Modified Attachment(s) I and II*):

D. REPORT:

E. TIMELINE FOR RESEARCH AND RETURN OR DESTRUCTION OF CONFIDENTIAL DATA:
(*Provide a modified basic timeline for the research and anticipated completion date, with dates for return or destruction of confidential data.*)

IN WITNESS WHEREOF, the Parties have executed this Amendment on the dates set forth below.

State Superintendent of Education
or Designee

[Insert Recipient]

Title

Title

Print Name

Print Name

Signature Date

Signature Date

Approved:

General Counsel or Designee

Illinois State Board of Education

Title

Print Name

Signature Date

DATA SHARE AND USE AGREEMENT

EXHIBIT C

FORM FOR AMENDMENT OF EXHIBIT A, ATTACHMENT 1

AMENDMENT # , AMENDING ATTACHMENT 1 OF EXHIBIT A OF THE DATA SHARE AND USE AGREEMENT BETWEEN THE ILLINOIS STATE BOARD OF EDUCATION AND [INSERT RECIPIENT]

Dated _____

Name position and legitimate interest in the Confidential Data, of all officials and employees authorized to request, receive, and obtain information, including Confidential Data, from ISBE or Recipient under this Agreement.

Name

Position and Legitimate Interest

Submitted by: _____ Date: _____

[Insert Recipient]

DATA SHARE AND USE AGREEMENT

EXHIBIT D

FORM FOR AMENDMENT OF EXHIBIT A, ATTACHMENT 2

AMENDMENT # , AMENDING ATTACHMENT 2 OF EXHIBIT A OF THE DATA SHARE AND USE AGREEMENT BETWEEN THE ILLINOIS STATE BOARD OF EDUCATION AND [INSERT RECIPIENT]

Dated _____

Name of each contractor, subcontractor, or agent and his/her position, legitimate interest in the Confidential Information, organizational affiliation, address, telephone number and facsimile number who will request, receive, or obtain information, including Confidential Data, from Recipient under this Agreement.

Name:

Title:

Organization:

Street Address:

City/State/ZIP Code:

Voice:

Fax:

E-Mail:

Legitimate Interest in
Confidential Data

Submitted by: _____ Date: _____

[Insert Recipient]

DATA SHARE AND USE AGREEMENT

EXHIBIT E

DATA SECURITY PLAN

Capitalized terms used herein, unless otherwise defined in this Data Security Plan ("Plan"), shall have the respective meanings assigned to them in the Agreement.

For and in consideration of the agreement to provide the Recipient with the Confidential Data and the mutual covenants contained herein and in the Agreement, Recipient and ISBE hereby agree as follows:

A. GENERAL INFORMATION

1. Recipient and ISBE acknowledge and agree that the Parties will enter into a Data Share and Use Agreement (hereinafter "Agreement") for the sharing of information, including Confidential Data, as set forth in Exhibit A to the Agreement. The Confidential Data will only be stored on the Designated Computer (as defined below). Capitalized terms used in this Plan and not otherwise defined herein shall have the meaning ascribed to such terms in the Agreement.
2. Each person identified in Attachments 1 or 2 to Exhibit A of the Agreement or any amendments thereto must execute a separate security pledge, utilizing a form that meets the requirements set forth in Attachment 1 to this Plan ("Security Pledge").
3. Only one complete copy of the Confidential Data is permitted to be maintained by Recipient; however, time-delimited temporary data analysis files may be created. Temporary data analysis file(s) must be deleted every six months and recreated, as necessary, to complete analysis. Temporary data analysis files should be deleted upon the Completion Date.
4. Confidential Data, including temporary data analysis files or subsets of the data, may not be copied to other media such as compact discs (CDs) or diskettes to be used on other machines and platforms. All Confidential Data must remain in the same secure location as the one copy of the original Confidential Data.

B. DESCRIPTION OF WHERE AND HOW DATA WILL BE STORED AND ANALYZED

1. *[Insert name of hardware/operating system]* will be the hardware/operating system used to store and to analyze the Confidential Data.

2. The Confidential Data will be stored in a stand-alone, password-protected, secure desktop computer that will not be connected to a network (the "Designated Computer"). The Designated Computer will be located at *[insert specific location, including room number, of Designated Computer]*.

3. Recipient routinely backs up its computer systems and the Designated Computer, as a stand-alone computer, will be excluded from any and all routine back-ups conducted by Recipient.

4. The individuals listed below will have physical access to the Designated Computer but will not use the Designated Computer or have access to the Confidential Data:

5. The individuals listed below will have permission to use the Designated Computer but will not have permission to access the Confidential Data:

[insert information]

6. The Designated Computer will not be used for storage or analysis of other data *[or insert exceptions, if acceptable to ISBE]*.

7. Recipient will not store any hard copies of the Confidential Data and no hard copies of the Confidential Data will be printed or made.

8. The original Confidential Data, located on an external hard drive, will be stored in a locked file drawer at *[insert specific location]*. *[insert name of individual]* will have the only key to the locked file drawer containing the external hard drive of the original Confidential Data and *[insert specific location information]* will be locked whenever *[insert name of individual]* is not there.

C. SECURITY SYSTEM TO PREVENT UNAUTHORIZED ACCESS TO DATA

The following are minimum steps that should be taken to secure the Designated Computer. Each security step listed below has been implemented unless stated otherwise.

Physical Security of the Designated Computer

1. The Basic Input/Output System (“BIOS”) is configured to boot the Designated Computer from the hard drive only. The Designated Computer will not be booted from the diskette or CD-ROM drive.
2. The BIOS is password protected so that changes cannot be made to the BIOS without authorization.
3. The Designated Computer is secured in a locked room or is secured to a table with a lock and cable so that the battery cannot be removed.
4. The network interface card (“NIC”) has been removed or disabled so that it cannot be used.

Controlling Access to the Confidential Data

5. Access to the Confidential Data is restricted to project personnel using the security features available via the operating system (*e.g.*, log-in via user I.D. and password; NTFS permissions in Windows 2000/XP, ACLs in Linux and OS X; etc.).
6. Strong passwords are required.
7. A screen saver requiring a password activates after three minutes of inactivity.
8. Encryption for directories containing secure data is enabled (*e.g.*, Windows 2000/XP encryption). The name of the encryption software is *[insert name of such software]*.

9. The software program used by the Designated Computer does not create any temporary working files.

10. The Designated Computer (through its Windows XP operating system) contains a secure erasure program, which will be run monthly. This secure erasure program will also be run after the Confidential Data has been removed from the Designated Computer upon the earlier to occur of the Term of the Agreement, as may be extended, or the Completion Date.

11. The Confidential Data will not be copied or moved out of the Designated Computer for any reason.

DATA SECURITY PLAN

ATTACHMENT 1

Security Pledge for the Use of Confidential Data

I, _____, through my involvement with and work with the *[insert Recipient information]* ("*Name of Recipient*"), will have access to confidential data collected by the Illinois State Board of Education ("ISBE"). By virtue of my affiliation with the research projects being lead by *[insert name of researcher and connection to Recipient, if applicable]*, I have access to confidential information and use of (a) data about students that is considered personal and private under the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and the Illinois School Students Records Act (105 ILCS 10/1, *et seq.*), (b) data about teachers that is generally perceived as personal and private, and (c) confidential information about programs, schools, institutions, and districts. I understand that access to this confidential information and data carries with it the responsibility to: (a) guard against unauthorized use, (b) abide by all security parameters, requirements and guidelines instituted by the *[insert Recipient]* in conjunction with its obligations regarding the confidential data, and (c) abide by the Data Security Plan entered into between ISBE and the *[insert Recipient]*. To treat information as confidential means not to divulge it to anyone who is not a project member or to cause it to be accessible to anyone who is not a project member. I understand that the use of unsecured telecommunications, including the Internet, to transmit individually identifiable or deducible information derived from the data is strictly prohibited, and agree that all data transmissions must be approved by *[insert name of Recipient of lead researcher, if applicable]* prior to transmission and must be encrypted and provided through a secure FTP site. Anything not specifically named as "public information" is considered confidential.

Each person using data collected by ISBE is reminded that disclosing confidential information directly or allowing non-authorized access to such information may subject that individual to criminal prosecution and/or civil recovery.

I agree to fulfill my responsibilities on this project in accordance with the following guidelines:

1. I agree not to permit non-project personnel access to these sensitive data, either electronically or in hard copy.
2. I agree not to attempt to identify individuals, families, households, programs, schools, districts, or institutions.

3. I agree that in the event an identity of an individual, family, household, program, school, district, or institution is discovered inadvertently, I will (a) make no use of this knowledge, (b) advise the *[insert Recipient]* of the incident, who will report it to ISBE, (c) safeguard or destroy the information as directed by the *[insert Recipient]* after consultation with ISBE, and (d) not inform any other person of the discovered identity.

Signature

Date

Appendix 6. APPLICATION CHECKLIST

You can speed up the decision regarding your application by checking to make sure that all necessary parts of the proposal are enclosed in the order below, that the materials to be reviewed are clear and legible, and that the application is submitted according to ISBE guidelines.

Provide:

- A **cover letter** including all information requested in Section 2(1)(a-e).
- A **project proposal narrative** in outline format including all information requested in Section 2(2)(a-j).
- A **current résumé or curriculum vitae** of the Requestor.
- Evidence of approval or Requestor’s knowledge and ability** as detailed in Section 2(4).
- Written Assurances** in the order listed regarding all ISBE expectations delineated in Section 2(5)(a-k).
- A signed **Acknowledgement of Confidentiality Requirements** provided in Appendix 1.
- A signed **Certification** provided in Appendix 2.

Ensure:

- The application is scanned and saved in **one pdf file**.
- The application is **titled according to the naming convention**:
“Requestor’slastname.dateofsubmission.ApplicationtoConductResearch.pdf”
- The application is **submitted to** Brandon Williams (bwilliam@isbe.net)

Appendix 7. ISBE DATA ELEMENT TABLES

Data Element Tables

Data Element Tables include the following:

1. Assess Test Code table (tbAssessTest)
2. Assess Vendor code table (tbAssessVendor)
3. Citizen Status Code Table (tbSISCitznStat)
4. Country Code Table (tbSISCntry)
5. Early Childhood Outcomes Table (tbSISECOutcomes)
6. Early Childhood Table (tbSISEarlyChildhood)
7. ELL Class Need code Table (tbSISELLClassNeed)
8. ELL Entry Status code Table (tbSISELLEntryStatus)
9. ELL Screener Table (tbSISELLScreener)
10. ELL Exit Type code Table (tbSISELLExitType)
11. English Language Learner ELL Table (tbSISELL)
12. Enrollment Exit Type Code Table (tbSISEnrExitType)
13. Enrollment Type Code Table (tbSISEnrType)
14. Family Structure Code Table (tbSISFamilyStructure)
15. Grade Level Code Table (tbSISGrdLvl)
16. Homeless Table (tbSISHomeless)
17. Lineage Code Table (tbSISLineage)
18. Native Language Code Table (tbSISNativeLang)
19. Primary NightTime Residence Code Table (tbSISPriNightTimeRes)
20. Race Code Table (tbSISRace)
21. Reason for Not Testing Table (tbSISReasonNotTest)
22. SIS Assessment Demographics table (tbSISAssesCorrections)
23. SIS Assessment Scores Table (tbSISAssessTestingScores)
24. SIS Demographic (tbSISStu)(keyed)
25. SIS Enr Table (tbSISEnr)
26. Transition Delay Reason Code Table (tbSISTransitionDelayReason)
27. Years Exit TbeTpi code Table (tbSISYrsExitTbeTpi)
28. Years In TbeTpi code Table (tbSISYrsInTbeTpi)

DATA ELEMENT TABLE

Assessment Test Code table (tbAssessTest)

**Assessment Test Code table
(tbAssessTest)**

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrAssessTestCode	char	2		
vchrAssessTestDesc	varchar	150		
dtmCreateDate	datetime	8		
dtmLastUpdtDate	datetime	8		

DATA ELEMENT TABLE

Assessment Vendor code table (tbAssessVendor)

Assessment Vendor code table (tbAssessVendor)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrAssessVendorCode	char	2	Test Code	
vchrAssessVendorDesc	varchar	150	Description	
dtmCreateDate	datetime	8	Create Date	
dtmLastUpdtDate	datetime	8	Last update date	
vchrUserIdOrBatchId	varchar	20	UserId	

DATA ELEMENT TABLE

Citizen Status Code Table (tbSISCitznStat)

Citizen Status Code Table (tbSISCitznStat)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intCitznStatId	int	4	PK	
chrCitznCode	char	2		
vchrCitznDesc	varchar	30		
dtmCitznCreateDate	datetime	8		
dtmCitznUpdtDate	datetime	8		
vchrCitznUserId	varchar	20		

DATA ELEMENT TABLE

Country Code Table (tbSISCntry)

Country Code Table (tbSISCntry)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intCntryId	int	4	PK	
chrCntryCode	char	4	Country code	
vchrCntryDesc	varchar	50	Description	
dtmCntryCreateDate	datetime	8	Creation Date	
dtmCntryUpdtDate	datetime	8	Last Update Date	
vchrCntryUserId	varchar	20	UserId	

DATA ELEMENT TABLE

Early Childhood Outcomes Table (tbSISECOutcomes)

Early Childhood Outcomes Table (tbSISECOutcomes)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intECOutcomesId	bigint	8	PK	
chrStuld	char	9	Student Id	Keyed Field
chrEntryRCDTSHome	char	15	Home School	Keyed Field
dtmEntryRatingDate	char	10		
chrEntryPositiveRelationshipsRatingCode	char	2		
chrEntryAquireSkillsRatingCode	char	2		
chrEntryActionToMeetNeedsRatingCode	char	2		
chrEntryParentInvolvementCode	char	2		
bitEntryRepParticipation	bit	1		
bitEntryECTeacherParticipation	bit	1		
bitEntryPsychologistParticipation	bit	1		
bitEntryPathologistParticipation	bit	1		
bitEntryOtherProviderParticipation	bit	1		
chrExitRCDTSHome	char	15		
dtmExitRatingDate	char	10		
chrExitPositiveRelationshipsRatingCode	char	2		
bitExitMadeProgressPositiveRelationships	bit	1		

Early Childhood Outcomes Table (tbSISECOutcomes)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrExitAquireSkillsRatingCode	char	2		
bitExitMadeProgressAquireSkills	bit	1		
chrExitActionToMeetNeedsRatingCode	char	2		
bitExitMadeProgressActionToMeetNeeds	bit	1		
chrPrimaryAnchorCode	char	2		
chrExitParentInvolvementCode	char	2		
bitExitRepParticipation	bit	1		
bitExitECTeacherParticipation	bit	1		
bitExitPsychologistParticipation	bit	1		
bitExitPathologistParticipation	bit	1		
bitExitOtherProviderParticipation	bit	1		
dtmCreateDate	datetime	8		
dtmLastUpdtDate	datetime	8		
vchrUserIdOrBatchId	varchar	20		

DATA ELEMENT TABLE

Early Childhood Table (tbSISEarlyChildhood)

Early Childhood Table (tbSISEarlyChildhood)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intEnrllId	int	4	PK/FK IntEnrllId	Table - tbSISEnrl
intPrekAtRisk	int	4	Fk on IntPreKSessionId	Table - tbSISPreKSession
intPreschoolForAll	int	4	FK on IntPreKSessionId	Table - tbSISPreKSession
chrHeadStart	char	2		
chrPrekTitleI	char	2		
chrLocalOrOtherFunding	char	2		
chrPreventionInitiative	char	2		
chrEarlyIntervention	char	2		
dtmEligibilityDetermination	datetime	8		
dtmlepCompletion	datetime	8		
dtmServicesBegan	datetime	8		

Early Childhood Table (tbSISEarlyChildhood)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrReferralByCfc	char	2		
intTransitionDelayReason	int	4	FK on intTransitionDelayReasonId	Table - tbSISTransitionDelayReason
chrEiNumber	char	6		
chrEarlyHeadStart	char	2		
chrMeetsAtRiskCriteria	char	2		
chrMeetsPfalIncome	char	2		
intFamilyStructure	int	4	FK on intFamilyStructureId	Table - tbSISFamilyStructure
dtmCreatedDate	datetime	8	Creation Date	
dtmLastUpdtDate	datetime	8	Last Update Date	
vchrUserIdOrBatchId	varchar	20	UserId or Batch Id	

DATA ELEMENT TABLE

ELL Class Need code Table (tbSISELLClassNeed)

ELL Class Need code Table (tbSISELLClassNeed)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intELLClassNeedId	int	4	PK	
chrELLClassNeedCode	char	2	Class Need Code	
vchrELLClassNeedDesc	varchar	20	Description	
dtmCreateDate	datetime	8	Creation Date	
dtmLastUpdtDate	datetime	8	Last Update Date	
vchrUserIdOrBatchId	varchar	20	UserId or BatchId	

DATA ELEMENT TABLE

ELL Entry Status code Table (tbSISELLEntryStatus)

ELL Entry Status code Table (tbSISELLEntryStatus)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intELLEntryStatusId	int	4	PK	
chrELLEntryStatusCode	char	2	Entry Status Code	
vchrELLEntryStatusDesc	varchar	20	Description	
dtmCreateDate	datetime	8	Creation Date	
dtmLastUpdtDate	datetime	8	Last Update Date	
vchrUserIdOrBatchId	varchar	20	User Id or Batch ID	

DATA ELEMENT TABLE

ELL Screener Table (tbSISELLScreener)

ELL Screener Table (tbSISELLScreener)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intELLScreenerID	int	4	PK	
intSystemStuld	int	4	System generated Stuld	
chrRCDTSHomeTested	varchar	15	Testing Home School	Keyed Field
intGrdLvllid	int	4	FK on intGrdLvllid	Table - tbSISGrade
chrSemester	char	2		
chrTestCode	char	2	FK on chrTestCode	Table - tbSISELLScreenerTest
dtmTestDate	smalldatetime	4		
chrRawOrScoreLevelListening	char	2		
chrRawOrScoreLevelSpeaking	char	2		
chrRawOrScoreLevelReading	char	2		
chrRawOrScoreLevelWriting	char	2		
chrProficiencyLevelListening	char	3		
chrProficiencyLevelSpeaking	char	3		
chrProficiencyLevelReading	char	3		
chrProficiencyLevelWriting	char	3		
chrCompositeLiteracyProfLvl	char	3		
chrCompositeOralProfLvl	char	3		
chrOverallProficiencyLevel	char	3		

ELL Screener Table (tbSISELLScreener)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
bitLEPStatus	bit	1		
dtmCreateDate	smalldatetime	4	Creation Date	
dtmLastUpdtDate	smalldatetime	4	Last Update Date	
vchrUserIDOrBatchId	varchar	20	User Id or Batch Id	

DATA ELEMENT TABLE

ELL Exit Type code Table (tbSISELLExitType)

ELL Exit Type code Table (tbSISELLExitType)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intELLExitTypeId	int	4	PK	
chrELLExitTypeCode	char	2	Exit Type Code	
vchrELLExitTypeDesc	varchar	50	Description	
dtmCreateDate	datetime	8	Creation Date	
dtmLastUpdtDate	datetime	8	Last Update Date	
vchrUserIdOrBatchId	varchar	20	User Id or Batch Id	

DATA ELEMENT TABLE

English Language Learner ELL Table (tbSISELL)

English Language Learner ELL Table (tbSISELL)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intELLId	int	4	Primary Key	
intNativeLangId	int	4	FK on intNativeLangId	Table - tbSISNativeLang
chrDateFirstEnrolled	char	10		
bitNewArrivalToUS	bit	1		
intELLEntryStatusId	int	4	FK on intELLEntryStatusId	Table - tbSISELLEntryStatus
chrDateWAPTTaken	char	10		
chrWAPTListenScore	char	2		
chrWAPTSpeakScore	char	2		
chrWAPTReadScore	char	2		
chrWAPTWriteScore	char	2		
chrWAPTComposite	char	3		
chrELLEnrollReentryDate	char	10		
chrELLExitDate	char	10		
intELLExitTypeId	int	4	FK on intELLExitTypeId	Table - tbSISELLExitType
intELLClassNeedId	int	4	FK on intELLClassNeedId	Table - tbSISELLClassNeed
bitTitleIIIStatus	bit	1		
bitImmigrantEdProg	bit	1		
bitMigrant	bit	1		
bitSpEdIEP	bit	1		

English Language Learner ELL Table (tbSISELL)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
bit504Plan	bit	1		
bitNoAdditionalServ	bit	1		
bitContentAreaTutor	bit	1		
bitDevBilingual	bit	1		
bitTwoWayImmersion	bit	1		
bitHeritageLang	bit	1		
bitShelteredEnglInstr	bit	1		
bitTransitBilingual	bit	1		
bitContentBasedESL	bit	1		
bitStructuredEnglImmersion	bit	1		
bitPullOutESL	bit	1		
bitInclusionarySupport	bit	1		
bitPullOutIndivSupport	bit	1		
bitSelfContained	bit	1		
intEnrllId	int	4	FK on intEnrllId	Table - tbSISEnrl

English Language Learner ELL Table (tbSISELL)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
dtmCreateDate	datetime	8		
dtmLastUpdtDate	datetime	8		
vchrUserIdOrBatchId	varchar	20		
intTransitionedEnrId	int	4	Not used	

DATA ELEMENT TABLE

Enrollment Exit Type Code Table (tbSISEnrExitType)

Enrollment Exit Type Code Table (tbSISEnrExitType)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intEnrExitTypeId	int	4	PK	
chrEnrExitTypeCode	char	2	Exit Type Code	
vchrEnrExitTypeDesc	varchar	100	Description	
dtmEnrExitTypeCreateDate	datetime	8	Creation Date	
dtmEnrExitTypeUpdtDate	datetime	8	Last Update Date	
vchrEnrExitTypeUserId	varchar	20	UserId	

DATA ELEMENT TABLE

Enrollment Type Code Table (tbSISEnrIType)

Enrollment Type Code Table (tbSISEnrIType)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intEnrITypeId	int	4	PK	
chrEnrITypeCode	char	2	Enrollment Type Code	
vchrEnrITypeDesc	varchar	100	Description	
dtmEnrITypeCreateDate	datetime	8	Creation Date	
dtmEnrITypeUpdtDate	datetime	8	Last Update Date	
vchrEnrITypeUserId	varchar	20	UserId	

DATA ELEMENT TABLE

Family Structure Code Table (tbSISFamilyStructure)

Family Structure Code Table (tbSISFamilyStructure)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intFamilyStructureId	int	4	PK	
bitFSActive	bit	1		
intFSDisplayOrder	int	4		
chrFSCode	char	2		
vchrFSValue	varchar	255		
vchrFSDescription	varchar	255		
dtmCreateDate	datetime	8		
dtmLastUpdtDate	datetime	8		
vchrUserIdOrBatchId	varchar	20		

DATA ELEMENT TABLE

Grade Level Code Table (tbSISGrdLvl)

Grade Level Code Table (tbSISGrdLvl)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intGrdLvlId	int	4	PK	
chrGrdLvlCode	char	2	Grade Level Code	
vchrGrdLvlDesc	varchar	20	Description	
dtmGrdLvlCreateDate	datetime	8	Creation Date	
dtmGrdLvUpdtDate	datetime	8	Last Update Date	
vchrGrdLvlUserId	varchar	20	UserId	
bitValidGradeAtTimeofTest	bit	1		

DATA ELEMENT TABLE

Homeless Table (tbSISHomeless)

Homeless Table (tbSISHomeless)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intEnrIID	int	4	PK/FK on intEnrIid	Table - tbSISEnrl
bitLEPInd	bit	1		
bitIEPInd	bit	1		
bitMigrant	bit	1		
bitFRLInd	bit	1		
bitUnaccompYouthStatus	bit	1		
chrPriNightTimeResCode	char	2	FK on chrPriNightTimeResCode	Table - tbSISPriNightTimeRes
bitTutoringOtherSupport	bit	1		
bitExpeditedEvaluations	bit	1		
bitStaffDevelopmentAwareness	bit	1		
bitReferralsHealthServices	bit	1		
bitEarlyChildhoodPrograms	bit	1		

Homeless Table (tbSISHomeless)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
bitAssistanceSchoolPrograms	bit	1		
bitBeforeAfterSchoolPrograms	bit	1		
bitObtainingRecordsEnrollment	bit	1		
bitParentEducation	bit	1		
bitCoordinationSchoolsAgencies	bit	1		
bitCounseling	bit	1		
bitAddressingDomesticViolence	bit	1		
bitClothingSchoolRequirement	bit	1		
bitSchoolSupplies	bit	1		
bitReferralOtherPrograms	bit	1		
bitEmergencyAssistance	bit	1		
bitOtherServicesMcKinneyProgram	bit	1		
bitEligibilityHomelessServices	bit	1		
bitSchoolSelection	bit	1		
bitTransportation	bit	1		
bitSchoolRecords	bit	1		

Homeless Table (tbSISHomeless)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
bitImmunizationsOtherRecords	bit	1		
bitOtherBarriers	bit	1		
vchrUserIdOrBatchId	varchar	20		
dtmCreateDate	smalldatetime	4		
dtmLastUpdtDate	smalldatetime	4		

DATA ELEMENT TABLE

Lineage Code Table (tbSISLineage)

Lineage Code Table (tbSISLineage)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intLineageId	int	4	PK	
chrLineageCode	char	3	Linage Code	
vcharLineageDesc	varchar	30	Description	
vcharLineageUserId	varchar	20	UserId	
dtmLineageCreateDate	datetime	8	Creation date	
dtmLineageUpdtDate	datetime	8	Last Update Date	

DATA ELEMENT TABLE

Native Language Code Table (tbSISNativeLang)

Native Language Code Table (tbSISNativeLang)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
-	-	-	-	-
intNatLangId	int	4	PK	
chrNatLangCode	char	3	Native Lang Code	
vchrNatLangDesc	varchar	30	Description	
dtmNatLangCreateDate	datetime	8	Creation Date	
dtmNatLangUpdDate	datetime	8	Last Update Date	
vchrNatLangUserId	varchar	20	UserId	

DATA ELEMENT TABLE

Primary NightTime Residence Code Table (tbSISPriNightTimeRes)

Primary NightTime Residence Code Table (tbSISPriNightTimeRes)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
-	-	-	-	-
chrPriNightTimeResCode	char	2	PK	
vchrPriNightTimeResDesc	varchar	20		
dtmCreateDate	smalldatetime	4		
dtmLastUpdtDate	smalldatetime	4		
vchrUserID	varchar	20		

DATA ELEMENT TABLE

Race Code Table (tbSISRace)

Race Code Table (tbSISRace)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
-	-	-	-	-
intRaceId	int	4	PK	
chrRaceCode	char	2	Race Code	
vchrRaceDesc	varchar	50	Description	
dtmRaceCreateDate	datetime	8	Creation Date	
dtmRaceUpdtDate	datetime	8	Last Update Date	
vchrRaceUserId	varchar	20	UserId	

DATA ELEMENT TABLE

Reason for Not Testing Table (tbSISReasonNotTest)

Reason for Not Testing Table (tbSISReasonNotTest)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
-	-	-	-	-
intReasonNotTest	int	4	PK	
chrReasonNotTestCode	char	2	Test Code	
vchrReasonNotTest	varchar	50	Description	

DATA ELEMENT TABLE

SIS Assessment Demographics table (tbSISAssesCorrections)

Assessment Demographics table (tbSISAssesCorrections)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
intAssesCorrId	int	4	PK	
intFY	int	4	Fiscal Year	
chrStatus	char	1	Record Status - A or I	Active/Inactive record
intsystemstuid	int	4	System Generated Student Id	
chrStuld	char	9	Student Identifier	Keyed field
chrKeyHomeRCDT	char	11	Home School RCDTS	Keyed field
chrSAPId	varchar	50	Local school student identifier	Blank
vchrLastName	varchar	30	Last Name	Blank
vchrFirstName	varchar	30	First Name	Blank
vchrMiddleName	varchar	30	Middle Name	Blank
chrBirthDate	char	10	Birthdate - MM/DD/YYYY	
chrRace	char	2	Converted race code	Reference code table tbSISRace (chrRaceCode) for description
chrGender	char	2	Gender 01-Female 02-Male	
chrHomelessInd	char	2	Homeless Ind 01 = Y 02 = N	
chrMigrant	char	2	Migrant Ind 01 = Y 02 = N	
chrLEPInd	char	2	LEP/ELL Ind 01 = Y 02 = N	Limited Eng/Early Lang Learner

Assessment Demographics table (tbSISAssesCorrections)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrIEPInd	char	2	IEP Ind 01 = Y 02 = N	Individual Education Plan
chrFRLInd	char	2	01 = Y 02 = N	Free and Reduced Lunch
chrCentury21	char	2	01 = Y 02 = N	Century 21 program
chrSISHomeSch	char	15	Home School RCDTS	Keyed field
chrRCDTSServing	char	15	Serving School RCDTS	Keyed field
chrRCDTSTested	char	15	Testing School RCDTS	Keyed field
chrRCDTSSender	char	15	Not Used	Blank
chrValidGradeAtTesting	char	2	Converted grade code	Already converted from code table
chrFirstYearInUS	char	2	01 = Y 02 = N	First year in US
chrYrsInTBE	char	2	FK on chrYrsTbeTpiCode	Table - tbSISYrsInTbeTpi
chrYrsSinceExitedTBE	char	2	FK on chrYrsExitTbeTpiCode	Table - tbSISYrsExitTbeTpi
chrEnrlHomeSchMayFst	char	2	01 = Y 02 = N	Enrolled in school since May 1
chrEnrlHomeDistSinceMayFst	char	2	01 = Y 02 = N	Enrolled in district since May 1

Assessment Demographics table (tbSISAssesCorrections)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrTestName	char	2	Converted test code	Reference code table tbAssesTest (chrassesstestcode) for description
chrReasonForNotTesting	char	2	Reference code table	Table - tbSISReasonNotTest
vchrUserIdOrBatchId	varchar	20	Not used	Blank
dtmFinalCreateDate	datetime	8	Creation date	
dtmFinalUpdtDate	datetime	8	Last updated date	

DATA ELEMENT TABLE

SIS Assessment Scores Table (tbSISAssessTestingScores)

SIS Assessment Scores Table (tbSISAssessTestingScores)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
-	-	-	-	-
intScoresId	int	4	PK	
intAssesCorrid	int	4	FK on intAssesCorrid	Table - tbSISAssesCorrections
intFY	int	4	Fiscal Year	
intAssesSeqNum	smallint	2	Used for multiple test records	
chrGradeOfTest	char	2	Converted grade code	Already converted from code table
chrAssessTestCode	char	2	FK on chrAssessTestCode	Table - tbAssessTest
chrGradeOfTestRdng	char	2		
chrGradeOfTestMath	char	2		
chrGradeOfTestScience	char	2		

SIS Assessment Scores Table (tbSISAssessTestingScores)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrGradeOfTestWriting	char	2		
chrDataSrce	char	1	Not used	
chrRdngScaleScore	char	3		
chrRdngPerfLvl	char	1		
chrMathScaleScore	char	3		
chrMathPerfLvl	char	1		
chrScienceScaleScore	char	3		
chrSciencePerfLvl	char	1		
chrWritingScaleScore	char	3		
chrWritingPerfLvl	char	1		
chrPSAEDay1ACTRdngScaleScore	char	2		
chrPSAEDay1ACTMathScaleScore	char	2		
chrPSAEDay1ACTScienceScaleScore	char	2		
chrPSAEDay1ACTEngScaleScore	char	2		
chrPSAEDay1ACTWritingScaleScore	char	2		
chrPSAEDay2ACTRdngScaleScore	char	2		

SIS Assessment Scores Table (tbSISAssessTestingScores)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrPSAEDay2ACTMathScaleScore	char	2		
chrPSAEDay2ACTScienceScaleScore	char	3		
chrScoreActionCode	char	1	Blank = valid otherwise invalid	
vchrVendorRefNum	varchar	50	Testing vendor ref number	
chrPSAEDay2ScienceLifeEnv	char	3		
chrPSAEDay2ScienceMattEnergyForce	char	3		
chrPSAEDay2ScienceEarthSpace	char	3		
chrPSAEDay2ScienceSaftyPracTechSociety	char	3		
chrRdngStand1AVocabDev	char	2		
chrRdngStand1BRdnStrategy	char	2		
chrRdngStandard1CRdnComprehsn	char	3		
chrRdngStand2A2BLiterature	char	2		
chrRdngExtResponScore	char	2		
chrLexileScore	char	4		
chrReadinNationalPercentRank	char	2		

SIS Assessment Scores Table (tbSISAssessTestingScores)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrMathGoal6NumberSense	char	2		
chrMathGoal7Measurement	char	2		
chrMathGoal8Algebra	char	2		
chrMathGoal9Geometry	char	2		
chrMathGoal10DataAnalyStatiProbabi	char	2		
chrMathShortResponScoreItem1	char	2		
chrMathShortResponScoreItem2	char	2		
chrMathExtResponKnowlScore	char	2		
chrMathExtResponStrategKnowlScore	char	2		
chrMathExtResponExplanationScore	char	2		
chrMathNationalPercentRank	char	2		
chrScienceStand11A11BScinInquiTechDesign	char	2		
chrScienceStand12A12BLifeEnviron	char	2		
chrScienceStand12C12DMattEnergyForces	char	2		
chrScienceStand12E12FEarthSpace	char	2		
chrScienceStand13A13BSftPractTechSocMeas	char	2		

SIS Assessment Scores Table (tbSISAssessTestingScores)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrScienceNationalPercentRank	char	2		
chrMathStandSet1	char	2		
chrMathStandSet2	char	2		
chrMathStandSet3	char	2		
chrMathStandSet4	char	2		
chrMathStandSet5	char	2		
chrMathStandSet6	char	2		
chrMathStandSet7	char	2		
chrMathStandSet8	char	2		
chrGraphicPrompt	char	3		
chrNarrativePassage	char	3		
chrExpositoryPassage	char	3		
chrItemsExplicitAnswer	char	3		
chrItemsInferentialAnswer	char	3		
chrWritingFocus	char	2		
chrWritingSupport	char	2		

SIS Assessment Scores Table (tbSISAssessTestingScores)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
chrWritingOrganization	char	2		
chrWritingConventions	char	2		
chrWritingIntegration	char	2		
chrWritingFocusNarrative	char	2		
chrWritingSupportNarrative	char	2		
chrWritingOrganizationNarrative	char	2		
chrWritingConventionsNarrative	char	3		
chrWritingIntegrationNarrative	char	3		
chrAssessReasonCode	char	2		
chrAssessVendorCode	char	2		
dtmCreateDate	datetime	8		
dtmLastUpdtDate	datetime	8		
vchrUserIdOrBatchId	varchar	20		

DATA ELEMENT TABLE

SIS Demographic (tbSISStu)(keyed)

SIS Student Record Table (tbSISStu)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comments</u>
-	-	-	-	-
intSystemStuld	int	4	FK on intSystemStuid	Table - tbSISEnrl
chrStuld	char	9	PK - Student ID	Re-Keyed number
chrSAPId	varchar	50	Local Student ID	Blank
chrGender	char	2	Gender 01-Female 02-Male	
dtmBirthDate	datetime	8	Birth Date - MM/DD/YYYY	
intCntryOfBirthId	int	4	FK on intCntryId	Table - tbSISCntry
intCntryOfCitznId	int	4	FK on intCntryId	Table - tbSISCntry
intCntryOfResId	int	4	FK on intCntryId	Table - tbSISCntry
dtmCntryArrivalDate	datetime	8	Arrival date in Country	
intCitznStatId	int	4	FK on intCitznStatId	Table - tbSISCitznStat
intNativeLangId	int	4	FK on intNatLangId	Table - tbSISNativeLang
dtmStuCreateDate	datetime	8	Creation Date	
dtmStuUpdtDate	datetime	8	Last Update Date	
bitHomelessInd	bit	1	Homeless Indicator	
intRaceId	int	4	FK on intRaceId	Table - tbSISRace

SIS Demographic (tbSISStu)(keyed)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comments</u>
vchrUserIdOrBatchId	varchar	20	Last update ID	Blank
vchrBirthPlaceName	varchar	30	Place of Birth	Blank
vchrMothersMaidenName	varchar	30	Mothers Maiden Name	Blank
vchrLastName	varchar	30	Student Last Name	Blank
vchrFirstName	varchar	30	Student First Name	Blank
intSuffix	int	4	Reference code table	Blank
vchrMiddleName	varchar	30	Student Middle Name	Blank
bitMigrant	bit	1	Migrant Indicator	
bitLEPInd	bit	1	LEP Indicator	
bitIEPInd	bit	1	IEP Indicator	
bitIEPAccomInd	bit	1	IEP Accomadations Indicator	
bitCentury21	bit	1	Century21 Indicator	
bitAccomo504Ind	bit	1	504 Accomadations Indicator	
bitFRLInd	bit	1	Free and Reduced Lunch Indicator	
bitSpecEdInd	bit	1	Special Ed Indicator	
bitCareerTechEdInd	bit	1	Career Tech Indicator	
bitSESInd	bit	1	SES Indicator	
chrLstNameSndx	char	4	Student Last Name Soundex	Blank
chrMidNameSndx	char	4	Student Middle Name Soundex	Blank
chrFstNameSndx	char	4	Student First Name Soundex	Blank
chrMothMaidNameSndx	char	4	Mothers Maiden Name Soundex	Blank

SIS Demographic (tbSISStu)(keyed)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comments</u>
chrBirthPlaceNameSndx	char	4	Place of Birth Soundex	Blank
bitReadOneInd	bit	1	Reading One Indicator	Blank
bitReadImprvInd	bit	1	Reading Improvement Indicator	
bitTitleOneInd	bit	1	Title One Indicator	
intHomeLangId	int	4	FK on intNatLangId	Table - tbSISNativeLang
chrTitleOneCode	char	2	Title One Code	

DATA ELEMENT TABLE

SIS Enr Table (tbSISEnrI)

SIS Enr Table (tbSISEnrI)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
dtmEnrIDate	datetime	8	Enrollment Date	
intEntryGrdId	int	4	FK on intGrdLvId	Table - tbSISGrade
decDayOffRoll	decimal	5	Not Used	
chrSchYr	char	4	School Year	
dtmExitDate	datetime	8	Exit Date	
chrExitStat	char	2	Exit Status	01 - Permanent 02 - Not Permanent
decFTE	decimal	5	FTE Count	
dtmEnrICreateDate	datetime	8	Creation Date	
dtmEnrIUpdtDate	datetime	8	Last Update Date	
intEnrIExitType	int	4	FK on intEnrIExitTypId	Table - tbSISEnrIExitType
intEnrId	int	4	PK - Unique Enrollment Id	
vchrEnrIUserIdOrBatchId	varchar	20	Last User ID	Blank
chrRCDTSHome	char	15	Home School RCDTS	Keyed number
intEnrITypId	int	4	FK on intEnrITypId	Table - tbSISEnrIType
vchrEntityIdS	varchar	20	Not Used	
vchrEntityIdH	varchar	20	Not Used	
bitImmunInd	bit	1	Not Used	

SIS Enr Table (tbSISEnrI)

<u>Column Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
bitImmunObjInd	bit	1	Not Used	
chrImmunObjRsn	char	2	Not Used	
bitPhyExamInd	bit	1	Not Used	
chrPhyExamObj	char	2	Not Used	
chrPhysExamObjRsn	char	2	Not Used	
bitDentalAppCardComp	bit	1	Not Used	
bitDentalExamComplied	bit	1	Not Used	
bitDentalExamWaiver	bit	1	Not Used	
chrDentalExamWaiverRsn	char	2	Not Used	
intSystemStuld	int	4	FK on intSystemStuld	Table - tbSISStu
dectNumOfDaysAtnd	decimal	5	Not Used	
decNumOfDaysAbsent	decimal	5	Not Used	
bitApptSchePhysExam	bit	1	Not Used	
chrApptCardComplImmDose	char	2	Not Used	
chrRCDTSServing	char	15	Serving School RCDTS	Keyed Number
vchrUserId	varchar	20	Last on line user ID	Blank

DATA ELEMENT TABLE

Transition Delay Reason Code Table (tbSISTransitionDelayReason)

Transition Delay Reason Code Table (tbSISTransitionDelayReason)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
-	-	-	-	-
intTransitionDelayReasonId	int	4	PK	
bitTDActive	bit	1		
intTDDisplayOrder	int	4		
chrTDCode	char	2		
vchrTDValue	varchar	255		
vchrTDDescription	varchar	255		
dtmCreatedDate	datetime	8		
dtmLastUpdtDate	datetime	8		
vchrUserIdOrBatchId	varchar	20		

DATA ELEMENT TABLE

Years Exit TbeTpi code Table (tbSISYrsExitTbeTpi)

Years Exit TbeTpi code Table (tbSISYrsExitTbeTpi)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
-	-	-	-	-
intYrsExitTbeTpi	int	4	Primary Key	
chrYrsExitTbeTpiCode	char	2	Years Exit Code	
vchrYrsExitTbeTpiDesc	varchar	30	Description	
dtmYrsExitTbeTpiCreateDate	datetime	8	Creation Date	
dtmYrsExitTbeTpiUpdtDate	datetime	8	Last Update Date	
vchrYrsExitTbeTpiUserId	varchar	20	UserId	

DATA ELEMENT TABLE

Years In TbeTpi code Table (tbSISYrsInTbeTpi)

Years In TbeTpi code Table (tbSISYrsInTbeTpi)

<u>Column name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>	<u>Comment</u>
-	-	-	-	-
intYrsTbeTpild	int	4	Primary Key	
chrYrsTbeTpiCode	char	2		
vchrYrsTbeTpiDesc	varchar	30	Description	
dtmYrsTbeTpiCreateDate	datetime	8	Creation Date	
dtmYrsTbeTpiUpdtDate	datetime	8	Last Update Date	
vchrYrsTbeTpiUserId	varchar	20	Userid	