	Arizona Department of Education		
Guideline:	Data Extract Request and Release Guidelines	**Guideline No:**	IT XX-YY-0906171500
Scope:	ADE	**Effective:**	
Expiration:	This guideline is to be reviewed, and either revised or allowed to renew nchanged by:		
		Key Contact(s): DataRequestMailbox@azed.gov	

I. PURPOSE

The purpose of this guideline is to establish the authority and procedures for releasing data extracts of sensitive and confidential student detail information or aggregated data created from this data to associated schools, school districts and charter schools, and to such agencies or entities that may have a legitimate need to view them, and the legal right to do so.

II. GUIDELINE

It is the Arizona Department of Education's (ADE) operating principle to safeguard sensitive and/or confidential information pertaining to a student's identity, and the associated data related to the identified student when it is extracted from ADE databases and physically or electronically delivered to the appropriate school, local education agency (LEA), charter school entity, or other duly authorized agency. Legal mandates require that data be submitted by educational entities to ADE. Those data or subsets of data are to be made available to those entities, or to any legally authorized agency, upon request. The chief administrator or a designated senior official of the educational entity should make a formal request. When other agencies, such as the Attorney General or Auditor General have a need and the right to possess any student-level data collected by ADE, both the process of requesting and the delivery of data should be properly documented for public inspection and auditing purposes to ensure that the transfer of information followed proscribed procedures.

III. PROCEDURE SUMMARY

Note: For a more detailed description of the Data Request Workflow please refer to Appendix A.

A.   Legally authorized entities requiring a data extract notifies ADE's Data Governance Team of the specific data request and its intended use. This Policy requires submission of all data requests via the 'Data Extract Request & Release' form located at http://www.azed.gov/data/data-requests/. Completed forms must be sent to DataRequestMailbox@azed.gov. All communications concerning the request will flow through a defined process allowing ADE to efficiently track, and subsequently report, on all data information requests submitted to the department.

B.   The request will be vetted by the Data Request Review Board (DRRB) and the result of this process will be to authorize, reject (with cause), or further clarify the requirements with the requesting agent.

C.   If the Data Request (DR) is rejected, a DRRB representative will notify the requester and explain the reason for that decision. Adjustments to the request may be made and resubmitted if appropriate.

	Arizona Department of Education		
Guideline:	Data Extract Request and Release Guidelines	**Guideline No:**	IT XX-YY-0906171500
Scope:	ADE	**Effective:**	
Expiration:	This guideline is to be reviewed, and either revised or allowed to renew nchanged by:		
		Key Contact(s): DataRequestMailbox@azed.gov	

D. If the DR is authorized either directly or after needed clarifications have been submitted, an estimate of the delivery time will be shared. The complexity of the request, workload, and staffing levels may all be contributing factors to this estimate.

E. For DR's that contain any Personally Identifiable Information (PII), an ADE analyst will generate the extract and load it into a package on an encrypted web server. A notification (with full instructions) will be sent to the requestor. The requestor will navigate to the site and click a link and enter the username and password previously assigned. Using SSL (Secure Socket Layer) technology, the file will then be decrypted for the requestor.

F. For data sets that do not contain any PII, the ADE analyst responsible for generation of the data will distribute the results to the requestor via the most efficient manner (i.e. email, placed in a shared drive, CD etc.)

G. For later reference, quality control inspection, and audit purposes, the original request and all relevant transactions, the extraction script, and the result set, will be archived.

Arizona Department of Education

REQUEST FOR DATA EXTRACT

Directions: Please complete all portions of this form. The completed form must be retained as a permanent record.

Section A: Requestor Information

Date of Request: _____

Name _____

Title _____

Organization _____

Address: _____

City: _____ *State*: _____ *Zip:*_____

Email Address: _____

Phone Number: _____ *Fax Number:* _____

Section B: Please check what type of data user you are:

- [ ] Internal ADE Employee
- [ ] Educator
- [ ] Governement Agency
- [ ] Student
- [ ] Researcher
- [ ] Media Representative
- [ ] Commercial Enterprise
- [ ] Public
- [ ] Other

Section C: Precise Description of the Data Requested, and its Intended Use:

Full description of data request (include attachment if necessary):

_____

_____

_____

_____

_____

_____

_____

Intended use for data:

_____

_____

_____

_____

_____

_____

Which Fiscal Year or Reported Year?: _____ **Due Date:** _____

Frequency: ☐ One Time ☐ Recurring **If Recurring:** ☐ Annually ☐ Quarterly ☐ Monthly

Level of Aggregation:

☐ Raw Data/Student Level ☐ School Level ☐ LEA Level ☐ SEA Level

Type of Aggregation:

☐ Grade ☐ Ethnicity ☐ Gender

☐ SPED ☐ ELL ☐ Other Support Programs

☐ Assessment ☐ Other (Please Describe):_____

Section D: Person Who is Requesting the Data:

The undersigned acknowledges receipt of information as described above, understands that it may include sensitive or personal or confidential information, and accepts responsibility for safeguarding it as appropriate. The undersigned is aware of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99), understands that it is a federal law that protects the privacy of student educational records, and recognizes that there are severe penalties for its violation. Also, contained in the Arizona Title 15-Education; Section 15-537; http://www.azleg.gov/ArizonaRevisedStatutes.asp?Title=15 is the adherence of state laws governing school employees confidential information.

_____   _____
(Signature)   (Date)

_____   _____
(Printed Name)   (Requesting Agency, Department, Educational Entity, Organization)

Section E: FERPA

The purpose of FERPA is two-fold: to assure that parents and eligible students can access the student's education records, and to protect their right to privacy by limiting the transferability of their education records without their consent. 120 Cong. Rec. 39862. As such, FERPA is not an open records statute or part of an open records system. The only parties who have a right to obtain access to education records under FERPA are parents and eligible students. Journalists, researchers, and other members of the public have no right under FERPA to gain access to education records for school accountability or other matters of public interest, including misconduct by those running for public office. Nonetheless, as explained in the preamble to the NPRM, 73 FR 15584–15585, we believe that the regulatory standard for defining and removing personally identifiable information from education records establishes an appropriate balance that facilitates school accountability and educational research while preserving the statutory privacy protections in FERPA. The simple removal of nominal or direct identifiers, such as name and SSN (or other ID number), does not necessarily avoid the release of personally identifiable information. Other information, such as address, date and place of birth, race, ethnicity, gender, physical description, disability, activities and accomplishments, disciplinary actions, and so forth, can indirectly identify someone depending on the combination of factors and level of detail released.