



Columbia PUBLIC SCHOOLS

Forms and Considerations to Obtain Data from Columbia Public Schools

All data requests must be submitted to:

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OR

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This document and form govern requests for:

- Existing data, or data that must be constructed based on existing data.
- Disaggregate data (including student- and other individual-level data), as well as aggregate data where identification is possible explicitly or implicitly (e.g., school-level data on subgroups where some subgroups have a size of one).

This document does not govern requests for records related to public business and the public governmental body.

This document is not for use by researchers wishing to collect their own data using Columbia Public Schools students or employees. Researchers collecting their own data through CPS must contact Shari Kraus at skraus@cpsk12.org and complete the Request for Research process. Any CPS data needed as part of the research project must be delineated in the research proposal.



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Purpose

The Columbia Public Schools (CPS) has developed this document to establish the requirements for requesters applying to receive data including data CPS has deemed confidential, personal, and private (Confidential Data), and ensure compliance with Federal and Missouri laws and regulations and CPS policies.

There are both legal and ethical reasons behind the District's efforts to establish requirements to control release of data in the schools.

- o The **legal background** stems from provisions of **The Family Educational Rights and Privacy Act (FEPR)** that affords parents and students certain rights regarding student records, the administration of surveys, and the collection and use of personal information. (Statute: 20 U.S.C. 1232g. Regulations: 34 CFR, Part 99)
- o Additional legal background stems from the provisions of the **Federal Protection of Pupil Rights Amendment (PPRA)** (20 U.S.C. § 123h; 34 CFR Part 98). CPS follows PPRA adherence to specific standards when a survey, analysis, or evaluation is funded by the U.S. Department of Education.
- o Confidential Data are:
 - Any student records which contain Personally Identifiable Information, as that term is defined by 34 CFR 99.3 of the Family Educational Rights and Privacy Act;
 - Any employment records which contain individual level data (i.e. information about individual employees); and
 - Aggregate data constructed from student or employment records comprising a group size of fewer than ten individuals.
- o Establish contact points for all research and data requests. **Requesters may not request data directly from schools or departments.** All data requests must be submitted to the Data Services Office or Custodian of Records.



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Considerations

- The Data Request Form must be completed.
 - The purpose of this form is to provide clarity and specificity to CPS Data Services regarding the data being requested.
 - It is important to state the reasons for the data request so Data Services can effectively pull the data and answer the requesters' questions.
- Data requests will be billed at a rate that will not exceed the average hourly rate of pay for CPS staff required for making copies and programming, if necessary.
- Fees may include the time required to retrieve data.
 - Once the completed Data Request Form is submitted, an estimate of the cost will be provided. Payment to Columbia Public Schools is due before the data will be released.
- Access to confidential information is restricted by the Federal Educational Rights and Privacy Act and Board Policy EHBC.
 - Board Policy EHBC:
<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EHBC&Sch=42&S=42&C=E&RevNo=1.01&T=A&Z=P>
 - No confidential data or information will be released without written consent from a parent, guardian, or student (age 18 or older). The form must be signed and dated by the person providing consent.
 - Consent is only good for a maximum of one year after the date provided by the consenter on the consent form. Consent forms with no date will not be accepted.
 - The individual or organization requesting the data must use the CPS consent form.
 - The Release of Information Form is available on the CPS website at:
<https://www.cpsk12.org/AID>
 - It is not the responsibility of CPS to obtain parental consent.
 - Data and information requested must be specified in the consent form. "General demographics" is not sufficient for consent. Examples of demographics to be specified include race/ethnicity, free/reduced lunch status, gender, age, and grade level.
- Non-confidential data such as directory information, aggregated enrollment or assessment results do not require parental consent as long as the level of disaggregation being requested does not make it easy to identify individual students.
 - Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student.
 - Data is often collected and analyzed by many different methods. Data being requested needs to be specific and delineated in the Data Request Form.



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- o Individuals or organizations seeking CPS data are strongly encouraged to first utilize publicly available data sources such as the Department of Elementary and Secondary Education (DESE).
- o DESE has a significant amount of school district data available at:
<https://apps.dese.mo.gov/MCDS/Home.aspx>
- o DESE publishes a school district profile containing everything from school district finances to demographics and assessment results. The CPS profile can be found at:
https://apps.dese.mo.gov/MCDS/Reports/SSRS_Print.aspx?Reportid=6a5392af-6f3d-46a5-92e1-f39fdfa861c2
- o The National Center for Educational Statistics through the U.S. Department of Education also collects data on schools and school districts:
<https://nces.ed.gov/>
- o General information is also published on the CPS website. See the [Assessment, Intervention, and Data](#) website for general enrollment/demographic statistics and state assessment results by school and for the whole district.
 - Assessment, Intervention, & Data: <https://www.cpsk12.org/AID>
- CPS generally does not analyze the data for the organization/person making the data request.
 - o Providing the final report format needed will assist CPS in fulfilling the data request.
 - o It is the responsibility of the requesting organization/person to know how they wish to analyze the data.
 - o It is important for the requesting organization/person to know how the data they are requesting will answer their questions or inform their practices.
- CPS encourages organizations to collect their own data for program evaluation. Use of CPS data, such as academic outcomes, to measure the effectiveness of a program not directly related to CPS programs and initiatives are inconclusive because numerous variables impact results.



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CPS Data Request Form

Contact Information

Request made by: _____ Date: _____
Street Address: _____ City: _____
State: _____ Zip: _____
e-mail: _____ Phone: _____
Institution/Department _____

Is the organization requesting this data funded by or affiliated with the United Way?

Yes No

Describe/list the data being requested. Be specific and list all pieces of information requested. If disaggregation is required, please specify (by school, by race, by grade, etc.), including time frame of records.

Briefly describe how you hope to use the data. If possible, provide a copy of any report form you are using. This description will assist CPS Data Services in retrieving the data in a format that best meets the needs of the requester.

Is there a specific template/format that needs to be followed?

Yes, please include a copy of the template
 No