

Safeguarding Sensitive School, Teacher, & Student Data
The Schuylkill Intermediate Unit 29's [Schuylkill ACHIEVE Program](#)

This Plan to Safeguard Sensitive School, Teacher, and Student Data is intended to promote the protection of the confidentiality, integrity, availability, and accountability of collected data for program evaluation purposes. Student data, such as test scores and demographics, will be collected and stored in a database maintained by [the Schuylkill Intermediate Unit 29](#). The data obtained by the [Schuylkill Intermediate Unit 29](#) from Pennsylvania school districts, charter schools, non public schools, and AVTS buildings will initially include individually identifiable information such as student names and/or identifiers assigned by schools. [The Schuylkill Intermediate Unit 29](#) has established a series of safeguards to assure that confidential information is not compromised.

The data files will be protected from use by anyone other than authorized members of the program and evaluation teams. These identifiable files will be stored in a password-protected system or on CD-ROM, in a locked file cabinet at [the Schuylkill Intermediate Unit's Maple Avenue Campus, 17 Maple Avenue, Mar Lin, PA 17951](#). Individual identifiable student data will be accessible to the following staff:

[Dave Abler, By The Numbers, Schuylkill ACHIEVE External Evaluator, Site Coordinator\(s\)/Staff:](#)

Once the need for these data has passed and/or the contractual/program period has ended, which ever comes first, the data file will be securely destroyed. All information that identifies students, teachers, and schools will be destroyed at the end of the contractual period.

All information collected will be restricted to access and used solely for serving student needs and approved program evaluation purposes. Students will never be identifiable in any reports provided to entities or individuals outside [the Schuylkill Intermediate Unit 29](#). Each staff member above receives proper training and ongoing updates on the importance of confidentiality of the data, including the specifics of the Family Educational Rights and Privacy Act (**FERPA**). Information can be found at USDE's FERPA page: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

[The Schuylkill Intermediate Unit](#) will not release under any circumstances, identifiable information to any other person or organization without written consent from the student, parent, or individual (except as allowed or required by law). According to FERPA, the following information is considered "directory" information and may be disclosed without consent: students' name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. See FERPA website for conditions on the release of directory information.

For more information about data security and confidentiality, please contact [Dave Abler, Schuylkill ACHIEVE External Evaluator: \[dave@bythenumbers.info\]\(mailto:dave@bythenumbers.info\)](#)

[Parents/Guardians, please keep this form for your reference.](#)