

Cache County School District

Policy Series 6000: Finance and Operations

Policy No. 6900 P3

Protecting Personally Identifiable or Confidential Information in Public Reporting

Data Gateway Statistical Reporting Method for Protecting Personally Identifiable Information (PII)

Public education reports offer the challenge of meeting transparency requirements while also meeting legal requirements to protect each student's PII. Recognizing this, the reporting requirements state that subgroup disaggregation of the data may not be published if the results would yield PII about an individual student. While the data used by CCSD are comprehensive, the data made available to the public are masked to avoid unintentional disclosure of PII at summary school, LEA, or state-level reports.

This is done by applying the following statistical method for protecting PII:

- A. Underlying counts for group or subgroup totals are not reported.
- B. If a reporting group has one or more subgroup(s) with 10 or fewer students:
 - a. The results of the subgroup(s) with 10 or fewer students are recoded as "N<10"
 - b. For remaining subgroups within the reporting group
 - i. For subgroups with 300 or more students, apply the following suppression rules:
 - 1. Values of 99% to 100% are recoded to $\geq 99\%$
 - 2. Values of 0% to 1% are recoded to $\leq 1\%$
 - ii. For subgroups with 100 or more but less than 300 students, apply the following suppression rules:
 - 1. Values of 98% to 100% are recoded to $\geq 98\%$
 - 2. Values of 0% to 2% are recoded to $\leq 2\%$
 - iii. For subgroups with 40 or more but less than 100 students, apply the following suppression rules:
 - 1. Values of 95% to 100% are recoded to $\geq 95\%$
 - 2. Values of 0% to 5% are recoded to $\leq 5\%$
 - iv. For subgroups with 20 or more but less than 40 students, apply the following suppression rules:
 - 1. Values of 90% to 100% are recoded to $\geq 90\%$
 - 2. Values of 0% to 10% are recoded to $\leq 10\%$
 - 3. Recode the percentage in all remaining categories in all groups into intervals as follows (11-19,20-29,...,80-89)
 - v. For subgroups with 10 or more but less than 20 students, apply the following suppression rules:
 - 1. Values of 80% to 100% are recoded to $\geq 80\%$

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2. Values of 0% to 20% are recoded to $\leq 20\%$
3. Recode the percentage in all remaining categories in all groups into intervals as follows (20-29,30-39,...,70-79)

Approved by District Administration: May 15, 2025