

Data Use and Governance in Alabama

Data Governance is based on the knowledge that the appropriate use of data is essential to accelerating student learning, program and financial effectiveness and efficiency, and policy development. The Alabama State Board of Education's Data Use and Governance Policy is based upon, but not limited to, maintaining compliance with the Family Educational Rights and Privacy Act (FERPA).

This policy serves the purpose to ensure that all data collected, managed, stored, transmitted, used, reported and destroyed by the department is done so in a way to preserve and protect individual and collective privacy rights and ensure confidentiality and security of collected data.

Data Collection Process

The Alabama State Department of Education (ALSDE) does not collect individual student data directly from students or families. This function is retained at the local school and system level through our state-funded and state-owned student data management system. Local school and system student data is transmitted daily to the state's data management system from which state and federal reporting is completed. Each student is assigned a unique student identifier upon enrollment into the student management system to ensure compliance with the privacy rights of the student and his or her parents/guardians. No personally identifiable individual student data is shared in either state or federally required reporting.

Data Categories

All data elements collected and transferred to the U. S. Department of Education (USDOE) are based on the reporting requirements contained in EdFacts and include only aggregated data with no personally identifiable data. A listing of those reports can be accessed at <http://www2.ed.gov/about/inits/ed/edfacts/index.html>. This data is used by the USDOE for policy development, planning and management and monitoring of individual states' federally funded programs under the *Elementary and Secondary Education Act* (ESEA).

Data Security

Data collected by the ALSDE is maintained within a secure infrastructure environment located within the department and within a remote location for backup. Access to data is limited to pre-identified staff that are granted clearance related to their job responsibilities of federal reporting, state financial management, program assessment, and policy development. Training in data security and student privacy laws is provided to these specific individuals on a regular basis in order to maintain their data use clearance along with a signed Data Use Policy assurance of confidentiality and privacy.

External Data Request

The ALSDE maintains a managed external data request procedure through a Data Governance Committee. Each external data request is measured against a pre-determined set of qualifiers that include, but are not limited to, applicability to the goals of the Alabama State Board of Education, data availability, report format ability, cost of report development, and adherence to FERPA requirements.

Third Party Data Use Assurances

The ALSDE provides one-way data feeds to approved service providers to carry out goals of the Alabama State Board of Education. These data feeds are sub-sets of the data system limited by executed agreements or individual Memorandums of Use (MOU). Any and all RFPs, grants, developed programs, and other projects designed to meet all state and federal privacy laws and re-disclosure assurances set by the state.

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Local School and School System Data Use and Governance Compliance

All of Alabama's Local School Systems (LEAs) shall have a locally adopted student records governance and use policy. These policies and their implementation shall be monitored by the ALSDE as part of our Comprehensive Monitoring that requires annual assurances of compliance, on-site monitoring and investigations of reported non-compliance activities.

LEA Compliance Monitoring Process Introduction and Objective

The objective of the LEA Compliance Monitoring program is to adequately monitor all K-12 school systems in Alabama for compliance with state and federal regulations and Alabama State Board of Education mandates. Our goal continues to be one that will protect each school system as well as the state from any financial charge back that could possibly be imposed as a result of non-compliance of legal requirements that may be identified through the annual audit process performed by the Alabama State Department of the Examiners of Public Accounts or by a system's private audit firm. Our monitoring efforts have been designed to protect each system's financial interest as specified in the cooperative agreement each system has with the United States Department of Education.

After departmental research and planning, the following monitoring method was devised which includes:

- A self-assessment to be completed by designated school systems on a yearly basis due by Nov 1 of each year.
- An on-site monitoring visit conducted by the ALSDE, of scheduled school systems.

For more information, refer to the Compliance Monitoring resource listed below.

Reports

[Public Data Reports](#)

[Accountability and Assessment Reporting](#)

[Accountability Reporting](#)

[AL Education Report Cards](#)

[Data Collection Schedule](#)

[Graduation Rates 2012-2013](#)

[Office of Financial Management](#)

[Report Portal](#)

[Research and Development](#)

[School Information](#)

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Policies and Procedures

AL State Board of Education Resolution for Data Security Policy

[Compliance Monitoring](#)

[Compliance Monitoring Manual On-Site](#)

[External Data Requests](#)

[Third Party Routine Data Feeds](#)

[List of Data Governance Policy Committee Members](#)

Other Resources

[Data Quality Campaign](#)

[Consortium for School Networking](#)

[Privacy Technical Assistance Center](#)

For additional information, E-Mail Michael Sibley at msibley@alsde.edu.

See more at: <http://www.alsde.edu/pages/home.aspx>

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Sources for this document: http://www.alsde.edu/sites/boe/bdc/ALSDEBOE/BOE%20-%20Resolutions_3.aspx?ID=2018 ;
<http://web.alsde.edu/home/Sections/SectionInfo.aspx?SectionID=79>