

## Office of Out-of-School Time Programs Data Sharing Policy

Organizations that are vetted and approved by the Office of Out-of-School Time Programs (OSTP) as afterschool service providers may request student-level educational data directly from Office of the Chief of Staff (OCS). Student-specific education records will only be shared with the parent/guardian's written consent<sup>1</sup>, or the student's consent if over 18 years of age, or if otherwise authorized under the Family Educational Rights and Privacy Act (FERPA).

In the instance a provider collects or produces data on DCPS students, DCPS requires that organizations provide that information back in a timely manner to DCPS to ensure DCPS is able to analyze performance, report on progress, progress monitor and evaluate the effectiveness of the program and the participants in the program on an ongoing basis. The below requirements will ensure that DCPS is able to act on the data created by our students by providing it to teachers, principals, families, and central office stakeholders in a timely manner.

### **Types of student data frequently requested:**

1. Partnership for Assessment of Readiness for College and Career (PARCC) and other standardized test results
2. Students' report cards/grades
3. School attendance

### **Procedures for requesting student data:**

1. The provider's staff members who will have access to the data must sign the *Security Pledge for the Use of Confidential Data* and submit the form to Daniela Grigioni in OSTP. The Pledge also requires the signature of each staff member's supervisor (most often the Executive Director) and an OSTP central office manager. The signed pledge is maintained at the Office of Out-of-School Time Programs.
2. The provider must submit a data request via email to [Amanda.belknap@dc.gov](mailto:Amanda.belknap@dc.gov) in the Office of the Chief of Staff (OCS), including the following information:
  - a. The requested data elements (e.g., PARCC proficiency levels, PARCC scale scores). A list of students for whom the provider is requesting data. The list should be in Excel format and must include each student's first and last name, grade level, school, DCPS student ID number (preferred) and/or date of birth. **OCS cannot provide data for students in private or charter schools; these students should not appear on the list submitted to OCS.**

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<sup>1</sup> OSTP can only provide data for students whose parents have consented, via the DCPS FERPA letter, to share their child(ren)'s data. Providers are encouraged to use the DCPS FERPA letter when enrolling families in their programs. In schools with OSTP-run Afterschool Programs, electronic FERPA parent consent records may be obtained from OSTP, if available, upon request.

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- b. Copies of the DCPS “FERPA letter” signed by a parent/guardian for each student on the student list. **The copies should be sorted in the same order as the student list and can be sent electronically or via mail to OCS.**
  3. OCS will process the request and notify the provider when the data are available for pick up. Requests take a minimum of 10 business days to process. Due to data security concerns, OCS cannot email confidential student records to the provider. Providers may pick up the data at the OCS office using a flash drive. Providers who make frequent data requests from OCS may request to have a secure FTP site established for their organization through which data can be transferred electronically.

**Forms needed for data sharing:**

1. Security Pledge for the Use of Confidential Data from DCPS (see Attachment A)
2. FERPA letter found in the student enrollment form (see Attachment B)

**Contact Information:**

**Amanda Belknap**

**Research and Evaluation Specialist**

**Office of the Chief of Staff**

District of Columbia Public Schools

1200 First Street NE, 12th Floor

Washington, DC 20002

202.724.4651

[amanda.belknap@dc.gov](mailto:amanda.belknap@dc.gov)

<http://dcps.dc.gov/>

**Process for providing data to DCPS:**

Providers are required to ensure that the following data collected on DCPS students is provided back to DCPS in an accurate, timely, clear and actionable way:

Roster information on DCPS students participating in the program

1. School year
2. First name
3. Last name
4. DCPS grade level
5. School name
6. Student DCPS unique identifier (if the program/vendor collects it)
7. Start date of program participation
8. End data of program participation
9. Number of sessions or days program spent with student

Progress monitoring information on DCPS students participating in the program (if applicable)

1. Name of program-administered assessments
2. Student results on program-administered assessments for every instance the assessment was administered
3. Program-set targets for each student on program-administered assessment

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The guidance below ensures these requirements are met:

- 1) Frequency for roster information: Transmit data files that contain the above information by January 30<sup>th</sup> and June 30<sup>th</sup> of each school year. The January 30<sup>th</sup> data file should cover all activity during the school year up to that point; the June 30<sup>th</sup> data file should cover all activity during the second half of the school year.
- 2) Frequency for progress monitoring information: a final data dump after every assessment/administration period, at minimum. 2-3 business day turnaround from the end of the assessment/administration window.
- 3) Transfer process: Feed from our student information system or consistent FTP location set up for each program to which they can post information if possible
- 4) Transfer process: Student-level data with files in Excel format, easily imported into any program for database manipulation (e.g., single first row containing concise variable names).
- 5) Transfer process: Minimize the number of separate data files as possible for each data dump
- 6) Transfer process: Ability for programs to merge in our STARS IDs or USIs, if we provide them to the program
- 7) Documentation: Data dictionaries are provided to the Office of the Chief of Staff (OCS) to describe how each variable is comprised. Any changes to these are flagged to OCS as they happen
- 8) Documentation: For assessments data or other applicable data sets, clear answer key files that contain extra details, such as answers, passage, Lexiles, etc.



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Operating Officer

# Attachment A

## Security Pledge for the Use of Confidential Data



Office of Out-of-School Time Programs  
1200 First Street, NE 8<sup>th</sup> Floor, Washington, DC 20002  
202-442-5002

**Security Pledge for the Use of Confidential Data  
From the District of Columbia Public Schools**

Through my affiliation with the afterschool provider referred to under my name below as “Organization,” I will have access to certain confidential information provided to Organization by the District of Columbia Public Schools (DCPS). I acknowledge that such confidential information is personal and private to DCPS and/or DCPS students and their families. I understand that access to this confidential information carries with it the responsibility to guard against unauthorized use and the possibility of unauthorized access. To treat information as confidential means not to divulge it to anyone who is not an employee or volunteer of the Organization authorized to view such information, or to cause it to be accessible to anyone who is not an authorized employee or volunteer of Organization.

I understand that disclosing confidential information directly or allowing unauthorized access to such information may subject me to criminal prosecution and/or civil recovery and may violate District of Columbia laws and DCPS rules and regulations.

I recognize my duty and responsibility to comply with all applicable privacy laws and agree to the following (please initial in each space provided):

\_\_\_\_\_ I will access information only as required to perform my assigned duties.

\_\_\_\_\_ I will not disclose any personally identifiable information from education records, or any other confidential information, to any person, organization or entity, including other government agencies, without express written permission from the DCPS Office of the Chief of Staff.

\_\_\_\_\_ If any person or entity requests personally identifiable or other confidential information from me, I will refer the request to the DCPS Office of the Chief of Staff.

\_\_\_\_\_ I will not access, or attempt to access, any information that is not necessary to carry out my job. This includes information about my children, their teachers or schools, members of my family, friends and acquaintances.

\_\_\_\_\_ I will only store information in pre-approved or authorized locations.

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\_\_\_\_\_ I understand that any account information, identification numbers and passwords assigned to me are confidential information and I will not share such information with any other person or entity.

\_\_\_\_\_ If I become aware that a breach of confidentiality has occurred I will immediately notify the DCPS Office of the Chief of Staff. I will also make all reasonable efforts to cure any such breach and to prevent further breaches, and to inform the DCPS Office of the Chief of Staff of such efforts.

\_\_\_\_\_ I understand that all information I will have access to shall remain the property of DCPS and shall be returned to DCPS promptly upon request along with all copies made thereof.

By signing below I acknowledge that I have read this DCPS Non-Disclosure Agreement and that I agree to be bound by its terms and conditions.

**Provider Employee:**

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

**DCPS Contact:**

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Operating Officer

# Attachment B

## DCPS FERPA Letter



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Operating Officer

**Office of Out-of-School Time Programs**

1200 First Street, NE 8<sup>th</sup> Floor  
Washington, DC 20002  
202-442-5002

Dear Parents/Guardians,

In an effort to serve your child better in the afterschool program at his/her school, and to ensure that the program meets your child’s academic needs, DCPS works with organizations that specialize in providing afterschool programs (Afterschool Providers). In order to more effectively tailor the afterschool program to your child’s needs, further cultivate his/her strengths, and identify and develop areas where he/she is in need of improvement, DCPS would like to share certain student records related to your child with his/her school’s Afterschool Provider(s). Under the Family Educational Rights and Privacy Act (FERPA), DCPS must first obtain your consent before sharing education records with the Afterschool Provider(s) at your child’s school.

Please indicate below whether you consent to give the Afterschool Provider(s) at your child’s school access to your child’s demographic data, test scores, quarterly grades, school attendance, and, if applicable, Individualized Education Program materials. If you choose to consent to DCPS’ sharing of this information about your child with the Afterschool Provider(s), you may request that DCPS provide you with a copy of the records disclosed. All staff members of the Afterschool Provider(s) with a right to access your child’s education records have signed confidentiality agreements regarding the privacy of your child’s education records.

\_\_\_\_\_ I **consent** to DCPS’ sharing of my child’s demographic data, test results, quarterly grades and, if applicable, Individualized Education Program with the Afterschool Provider(s) at my child’s school for purposes of academic enrichment.

\_\_\_\_\_ I **do not consent** to DCPS’ sharing of my child’s demographic data, test results, quarterly grades and, if applicable, Individualized Education Program with the Afterschool Provider(s) at my child’s school.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent/Guardian’s Name

\_\_\_\_\_  
Printed Child’s Name

\_\_\_\_\_  
Your Child’s School