

USOE Official IT Policies and Procedures	
Policy: Requests for Data Containing Personally Identifiable Information	Page: 1 of 1
Subject:	Data Modified: 10/13/08
Purpose:	

Disclosure of Data for Research

Board rule R277-484-9 states:

A. The USOE may disclose confidential, personally identifiable information of students to organizations for research and analysis purposes to improve instruction in public schools. Any such disclosure shall be made only if the following requirements are met:

(1) The disclosure is in accordance with the federal Family Educational Rights and Privacy Act (FERPA), 34 CFR 99-31(a)(6); and

(2) The research being done has been commissioned by the Board. In some cases, as approved by the Board, personally identifiable data may be provide to the researcher/contractor but only in a secure manner.

B. Those not commissioned but desiring data shall use the publicly available data on the USOE websites or request the research data set (AKA SERF) provided by the USOE Computer Services Section. This standard, de-identified data set shall be developed each year and available upon request.

C. The recipient organization shall sign the USOE Confidentiality Agreement.

1. Requests must be submitted in writing and signed by the person conducting the research, indicating sponsoring organization, if any.
2. Formal Institutional Review Board (IRB) approval must be included in the written request for masters or doctoral studies or other university work.
3. Study will benefit USOE in its mission and work or at least has a direct connection to its mission and work.
4. Study must follow appropriate legal and ethical guidelines, including the Family Educational Rights and Privacy Act (FERPA) requirements and matters of confidentiality.