

The Louisiana Department of Education is committed to continuing to strengthen its privacy protections as policy and technology evolve. This guidance is intended to help local education agency leaders safeguard students' personally identifiable information, including implementing requirements outlined in new student privacy legislation.

[HB718](#), a set of amendments to [Act 837](#), has passed the Louisiana House of Representatives unanimously. This set of amendments includes extending key deadlines to address issues of timing implementation for LEAs. However, this bill has not yet become law, so in the meantime, LEAs should take the following actions to ensure they are compliant with Act 837 on June 1. If the amendments do not become law, the Department will issue updated guidance.

LOUISIANA SECURE ID

LEAs have created over 800,000 unique student identifiers in Louisiana Secure ID. However, a small number of LEAs have not assigned their unique student identifiers. To assist these LEAs, the Department:

- Has emailed all affected LEAs to notify them of their status
- Will host a makeup training webinar on May 27 from 9:30-11:30 am. LEAs should register at the following link: <https://attendee.gotowebinar.com/register/3323189599209270530>.

DATA SHARING AGREEMENTS

On June 1, new data sharing restrictions go into place, which require LEAs to have a contract or data sharing agreement with private vendors that deliver services under state contracts. To facilitate this for LEAs, the Department will post data sharing agreements to which LEAs can opt in by downloading the addendum, signing, scanning, and emailing the signed copy to LDEData@la.gov. This list is not exhaustive of all data sharing agreements that the Department will eventually make available to LEAs but should address any data sharing that might be occurring on June 1, 2015:

- EAGLE
- End-of-Course Exams
- Louisiana Secure ID
- Official Transcript System (OTS)
- Special Education Reporting (SER)

DATA SUBMISSIONS AND END-OF-COURSE SUMMER RETEST

When the data sharing restrictions go into effect, LEAs can no longer send students' personally identifiable information to the Department. However, certain processes are still in progress on this date. To minimize disruption, the Department has taken or will take the following actions:

- **Data submissions:**
 - SIS
 - Encourage LEAs to submit as much end-of-year data as possible prior to June 1, especially demographic and attendance records
 - On June 1, bring down the system until amendments go into effect at which point LEAs can complete their data submissions
 - STS

- Encourage LEAs to submit as much end-of-year data as possible prior to June 1, especially for high school seniors
- Although the system will stay open, LEAs should only update student data for which parents have given consent
- LEAs can complete data submission for all students after amendments go into effect
- SER
 - Opt into the data sharing agreement by signing addendum with the private entity that supports SER
 - Use when LEAs opt into the data sharing agreement
- **End-of-course summer retest:**
 - For registration of test-takers who are not already uploaded into the EOC system, the Department will make a data sharing agreement available to which LEAs can opt in and register students using their personally identifiable information
 - If LEAs do not opt into the data sharing agreement, they will register the small number of students who were not already uploaded into the EOC system by using students' Secure ID and de-identified data:
 - One character of first name
 - Three characters of last name
 - Day of birth (without month and year)

PARENTAL CONSENT

LEAs have been collecting and reporting parental consent to authorize the Louisiana Department of Education to share students' personally identifiable information with the Louisiana Office of Student Financial Assistance and postsecondary institutions through the Board of Regents to determine TOPS eligibility and postsecondary admission. LEAs should continue to collect and report parental consent for students in grades 8-12, and the Department will continue to make this information available to LOSFA and BOR for students who have consent.