

Louisiana Believes

**Special Education Reporting (SER) System and
Personally Identifiable Information (PII)
August 2015**

Agenda

- Overview of PII
- Impact on SER
- Examples
- Data Sharing Agreements

What is PII?

- Personally Identifiable Information (PII) is information that can be used to distinguish an individual.
- Information that reveals the identity of an individual can be directly obtained from a single data source or through the combination of multiple sources of data.
- Common examples include but are not limited to:
 - Name
 - Date of Birth
 - Social Security Number

Policy Overview

- **R.S. 17:3914** states that after August 1 LEAs may submit the following data to LDE:
 - A student's unique student identifier (Secure ID)
 - Information from which enough personally identifiable information has been removed such that the remaining information does not identify a student
- **R.S. 17:3914** also states that LEAs may share PII via a data sharing agreement if:
 - There is a contract with a public or private entity for, “student or other education services”
 - The contract includes required terms outlined in R.S. 17:3914 to protect student privacy
- Based on LEA feedback, PII is necessary for SER to continue to support effective planning for students and their needs. Therefore LDE has facilitated a data sharing agreement between LEAs and the SER contractor while simultaneously limiting LDE’s access to PII.

SER and PII

Protecting Student Privacy: What this means for SER

- 9-character State ID field will be expanded to contain the 10-character Louisiana secure ID.
- Secure ID becomes the matching ID for student records.
- Student PII will continue to be viewable to LEAs.

Protecting Student Privacy: What this means for LEAs

The LEA view of the SER will remain the same. The State ID section will reflect the students secure ID and the historical social security number will be stored in the Legacy State ID field.

Regular Search



My Recent Students

State ID:

Legacy State ID:

First:

Middle:

Last:

Suffix:

LEA of Jurisdiction:

Search Clear [Switch to Advanced Mode](#)

+ Add New Student

Found 8 Students

[View All](#)

State ID	Name	Birth Date	Gender	Ethnicity	Jurisdiction	Site	Last IEP/SP	Last Eval
0123456789	SMITH, JESSICA L	3/9/95	Female	White	None	None	4/10/13	4/10/13

Protecting Student Privacy: What this means for LEAs

Save Close Cancel

Student Profile

State ID: 0123456789

Legacy State ID: 123456789

First: JUSTIN

Middle: J

Last: SMITH

Suffix:

DOB: 12/19/2006

Current Grade: 3rd - Third

Gender: Male

Ethnicity:

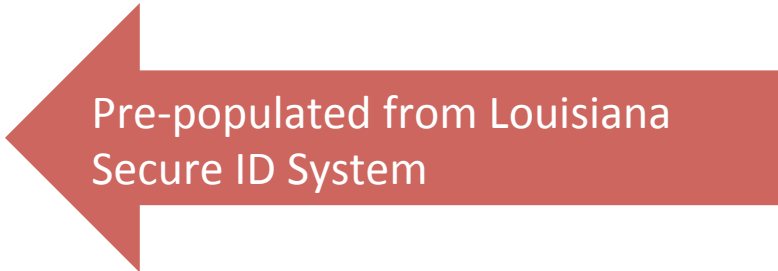
Hispanic/Latino: Yes No

Racial Groups:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Language: English

[View Attachments](#)



Protecting Student Privacy: What this means for LEAs

LEAs are still able to edit the parent/guardian section. This section will be viewable to LEAs and blocked on the standard LDOE view.

Parent/Guardian	
Title:	<input type="text"/>
First:	<input type="text" value="MOM"/>
Middle:	<input type="text"/>
Last:	<input type="text" value="SMITH"/>
Suffix:	<input type="text"/>
Address:	<input type="text" value="1501 DAY AVE"/>
City:	<input type="text" value="KENNER"/>
State:	<input type="text" value="LOUISIANA"/> ▼
Zip Code:	<input type="text" value="70065"/>

Protecting Student Privacy: What this means for LDOE

As in all other systems, LDOE will have access to non-PII information including:

- Secure student ID
- The first letter of the student's first name
- The first three letters of the student's last name
- Day of Birth
- Gender
- Ethnicity
- Grade Placement

Regular Search

State ID:

+ Add New Student

<u>State ID</u>	<u>Name</u>	<u>Gender</u>	<u>Ethnicity</u>	<u>Jurisdiction</u>
0123456789	FAI , C	Male	White	
1				

IEPs and PII

- The Department will continue to access student individualized education programs (IEP) to conduct grant reviews and program verification (e.g. high cost services) and provide direct technical assistance to districts and families.
- The Department is able to conduct these actions without accessing PII
- LEAs should not submit full student or parent names, birthdates, or SSNs in the free-form IEP text boxes. Specifically, this means that LEAs should apply the following guidelines when submitting student-level information in the free-form text boxes in the IEP, which is consistent with guidance provided on other state data systems:





Data element	Permissible	Prohibited
State identifier	Louisiana Secure ID	Social security number
Last name	First three letters of last name	Full last name
First name	First letter of first name	Full first name
Birth date	Day of birth only	Full birth date





Compliant and Individualized


When completing free form fields of a student's IEP, LEAs should ensure they are protecting the students privacy while also developing a plan that is individualized

IEP Free Form Field	Private and Individualized Example
Parent Concerns	Mrs. M (MM's mother) wants MM to pass her courses and graduate with a high school diploma. She is concerned about her grades in school and MM completing her homework. Mrs. M would like for MM to increase her reading performance. Ultimately, she wants MM to be employed.
Strengths	JB performs well in subjects that are not text heavy, allow him to work independently, and with appropriate accommodations. While JS is reading below his grade level peers, JB is generally able to complete the task with 75% accuracy when given material on his reading level and on a topic that he is interested in. JB tends to be more engaged and successful with academic tasks when working on the computer.
Goals	When provided with text to speech software and a visual guide for close reading strategies, JS will demonstrate understanding of grade level texts by achieving an average of 75% correct on comprehension tasks across fiction and non-fiction works based on two out of three samples in each category.


IEP Example: Student Information LEA System View

SER Individualized Education Program |    |  LA Department of Education

IEP Forms   Validate  Official / Signed  Delete

	System: Bossier Parish	Student Name: SAMPLE, FIRSTNAME	Grade:
	Meeting Date(s):	DOB: 6/23/1986	Local Id: 9805590

In order to protect student privacy per RS 17:3914, refrain from using student name, date of birth, and other personally identifiable information.

Accommodations 

IEP Example: Student Information LEA Print View

INDIVIDUALIZED EDUCATION PROGRAM

Student Name: LastName,FirstName

DOB: M/DD/YYYY

Grade: 7th - Seventh

LOUISIANA DEPARTMENT OF EDUCATION

System: Your Parish

Meeting Date: 11/12/2013

State ID: Secure ID

Local ID:

General Student Information



HOMEBASED SCHOOL: Your Middle School



OTHER SCHOOL:


IEP TYPE: Regular - Review

INDIVIDUAL EVALUATION / WAIVER DATE: 11/12/2012


IEP Example: Student Information LDOE System View

SER Individualized Education Program |  |  LA Department of Education

IEP Forms  

	System:	LEA Name	Student Name: WIL, C	Grade: 2nd - Second
	Meeting Date(s):	10/28/2014	DOB: 16	Local Id:

In order to protect student privacy per RS 17:3914, refrain from using student name, date of birth, and other personally identifiable information.

Transition Services 

IEP Example: Free Form Text Boxes LEA System View

Statewide Assessment Results:

John participated in the iLEAP Statewide Assessment on 03/24/10 and the results are: Unsatisfactory in ELA (Scale Score:100), Unsatisfactory in Mathematics (Scale Score:100), Below Basic in Reading (Scale Score:100).

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Data Sharing Agreements

Data Sharing Agreements

What does the law say?

R.S. 17:3914 states that LEAs may share PII via a data sharing agreement if:

- There is a contract with a public or private entity for, “student or other education services”
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What does this mean for the Department and LEAs?

- LEAs should have executed data sharing agreements with their current vendors.
- After August 1, LEAs must have data sharing agreements with entities for contracts that are managed by LDE like the Louisiana Secure ID system, SER, etc. before submitting data.

What progress has been made?

LDE is finalizing data sharing agreements that LEAs can opt into via an addendum for contracts managed by LDE, so LEAs do not have to create their own agreements. The Department will [post agreements](#) as they become available.

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Resources

Key Resources

[Act 837 and 677 Policy Guidance](#)

[RFP to Create and Implement Unique Statewide Student Identifier System](#)

[LOSFA and BOR parental consent form](#)

[Parental consent guidance and systems documentation](#)

[Template parental consent form](#)

[Standard contract language from St. Tammany Parish](#)

[Unique student identifier file format](#)

[SIS and STS record layouts](#)

[Act 837 Amendments Implementation](#)