



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

DATA COLLECTION AND RESEARCH | 5007.1

The District is responsible for a large amount of student data. The District must ensure that access to individual, subgroup, school-level, and District-level data is appropriately monitored. The District's data collection and research practices must be consistent with legislation and regulations on appropriate use of student data and must reflect a legal and ethical commitment to safeguard the privacy and confidentiality of student information.

Common reasons for accessing student data include conducting research, implementing or evaluating programs, and engaging in school improvement/educational accountability activities. In general, data collection and research activities serve to advance the work of the District or enlarge the base of academic knowledge in the field of education. Organizations or individuals interested in accessing data from the District must present proposals that meet the research conditions established by federal legislation. In addition, the District requires that data collection and research methodologies are research-based, non-intrusive, and designed to protect the identities of students/families.

Requests for accessing data should be forwarded to the Office of Research and Evaluation. Requests will be evaluated for quality, rigor, and thoroughness, and must be accompanied by a completed Approval Form for District-Level Data Collection/Research – Data Confidentiality Agreement (attached, or available from <https://rweb.redclay.k12.de.us/Intranet/RNE/RNEindex.htm>). The Office of Research and Evaluation will render all approvals related to data collection and research, and retains the right to request additional forms, detailed timelines, and sample protocols at any point during the data collection/research period.

When a request has been approved, the Office of Research and Evaluation will present a summary of the request to the Superintendent's Council. A copy of the Approval Form for District-Level Data Collection/Research – Data Confidentiality Agreement will also be shared. During the meeting, members of the Superintendent's Council may request additional information regarding the data collection/research. Following the meeting, members of the Superintendent's Council will forward notice of the approved data collection/research to their staff.

The window for the data collection/research period will be established by the Office of Research and Evaluation and formal notice of the opening and closing of the period will be published on the District's Research and Evaluation website. Periodic communications with parties involved in the data collection process will be initiated by the Office of Research and Evaluation to ensure all data collection practices and actions are consistent with District expectations. Progress on each research initiative will be posted on the District's Research and Evaluation website.

In all instances, employees who deal with student data are responsible to act in compliance with the Family Education Rights and Privacy Act (FERPA). Teacher and/or administrator concerns regarding data collection/research projects should be forwarded to the Office of Research and Evaluation. In the instance that any District employee finds data



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collection/research methods to be excessively intrusive or potentially harmful to students, the employee may temporarily suspend the data collection/research.



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Every effort will be made to incorporate findings from research projects and data analysis initiatives into current and future District practices and plans. Results from published studies will be shared with District employees in a timely manner and copies of the documents will be posted on the District's Research and Evaluation website.

Questions about the information contained in this administrative memorandum should be directed to the Manager of Research and Evaluation.