

**MEMORANDUM**

**TO:** Members, Utah State Board of Education

**FROM:** Aaron Brough  
Data and Statistics | Chief Privacy Officer

**DATE:** June 9-10, 2016

**ACTION:** Data (Address) Collection and Use

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**Background:** In the May 2016 Standards and Assessment Committee meeting, a legal opinion was presented that it is not a violation of FERPA in any way for the USBE to receive student addresses. Several school districts have requested assistance to determine a method by which student address information (data) received from charter schools is received and verified for the purposes of the local replacement funding calculation. The Committee discussed three possible courses of action: 1) USBE use address values to set District of Residence (DOR); 2) USBE require local education agencies (LEAs) to share name and address between each other; and 3) USBE use address values to set DOR and make data available to LEAs for quality checking. No action was taken.

The Standards and Assessment Committee Chair requested that staff continue to research and present options for implementation of the process that would result in a fair and safe manner of setting the DOR. Board staff will provide implementation options in close cooperation with representatives from the LEAs (districts and charters).

**Board Strategic Plan:** This item supports the following imperative(s) and strategies in the Board's Strategic Plan:

- Educational Equity
- System Values
  - Funding

**Anticipated Action:** The Standards and Assessment Committee will review options for implementing the sharing of student address information and may make recommendations to the Board for approval.

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District of Residence (DOR)

# Data Governance Issues

- Data Quality
- Privacy
- Transparency
- Security
- Financial

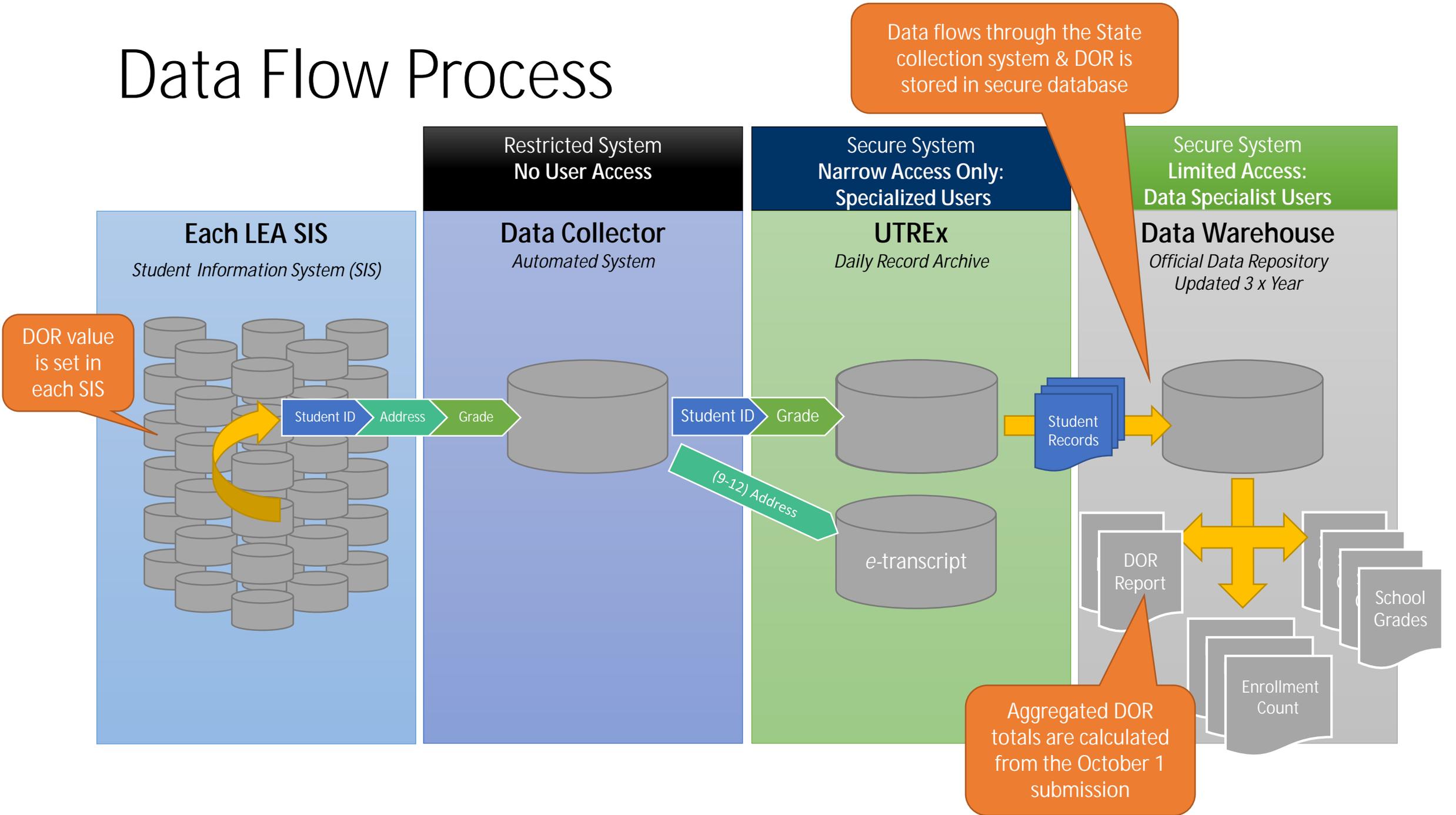
# Current Process

- When student registers, the address information is entered into the Student Information System (SIS).
  - District of Resident (DOR) is entered.
    - Some systems or policies require a check
    - District Schools typically have DOR defaulted to their district that can be updated if secretary or registrars recognize as an unusual address.
    - Charter Schools do not have default set and look up each address.
- DOR is sent in daily file to UTREx system.
  - No further quality checks are performed on DOR data.

# District Business Administrator Concern

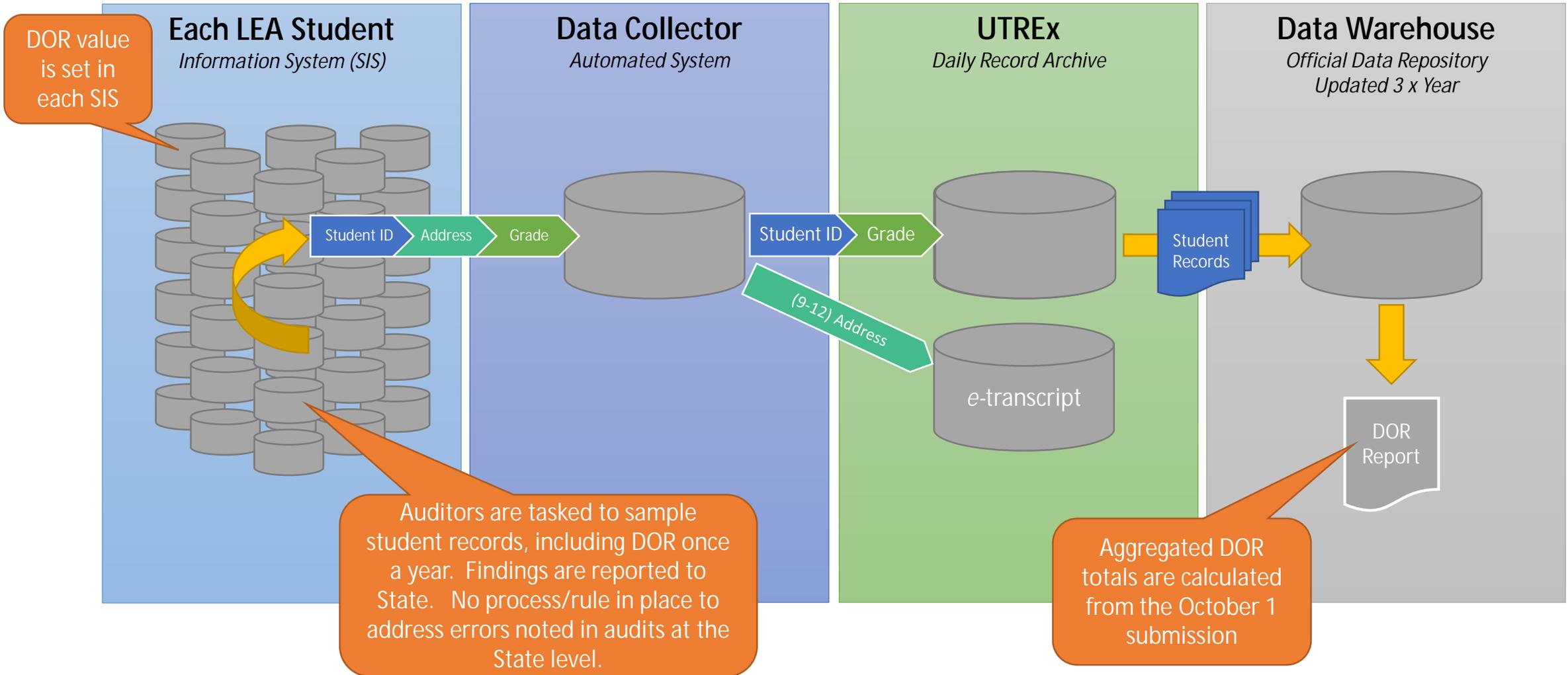
- Question the accuracy of DOR and replacement funds
  - Claims the issues are not 10 or 20 inaccuracies but hundreds in the large Wasatch Front districts like Granite, Jordan, Canyons, Ogden, Weber, and Alpine
- What are the consequences of the potential inaccuracies?

# Data Flow Process



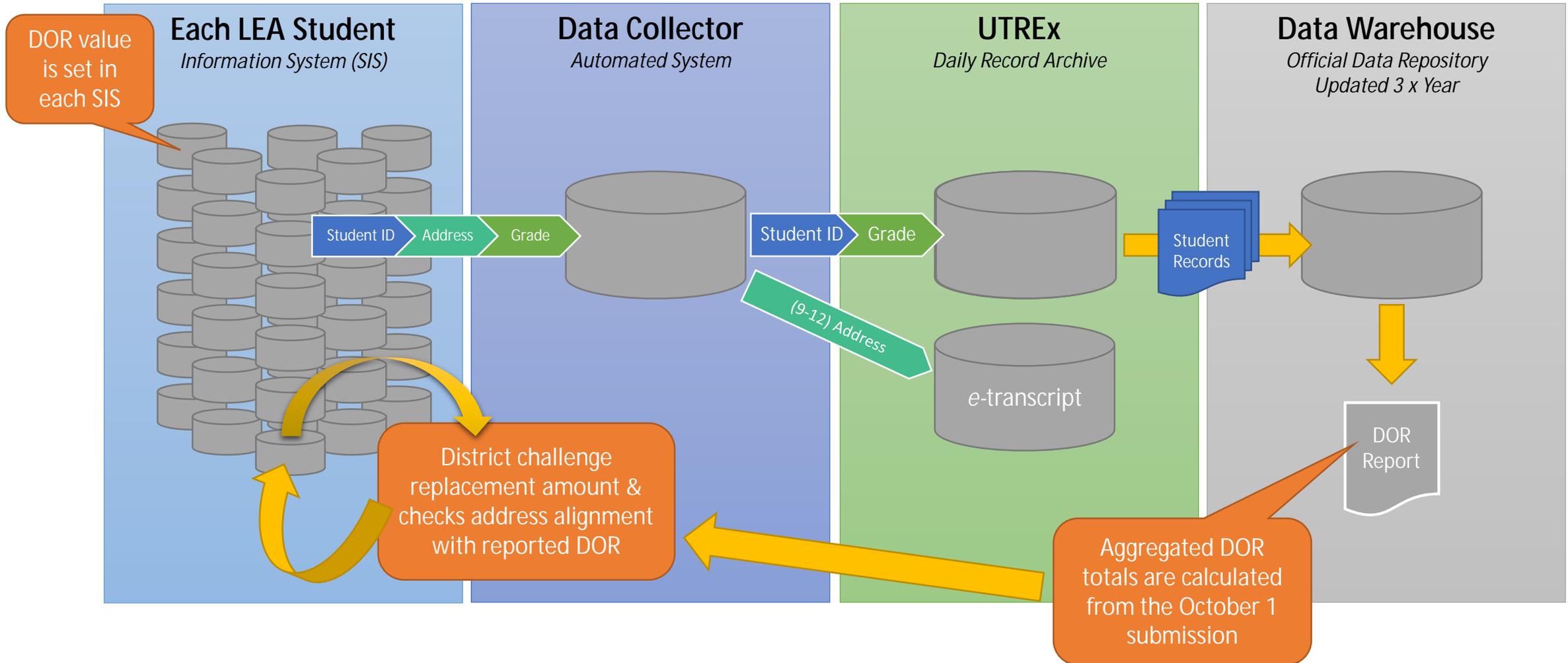
# Solutions to Data Quality

- District Auditors



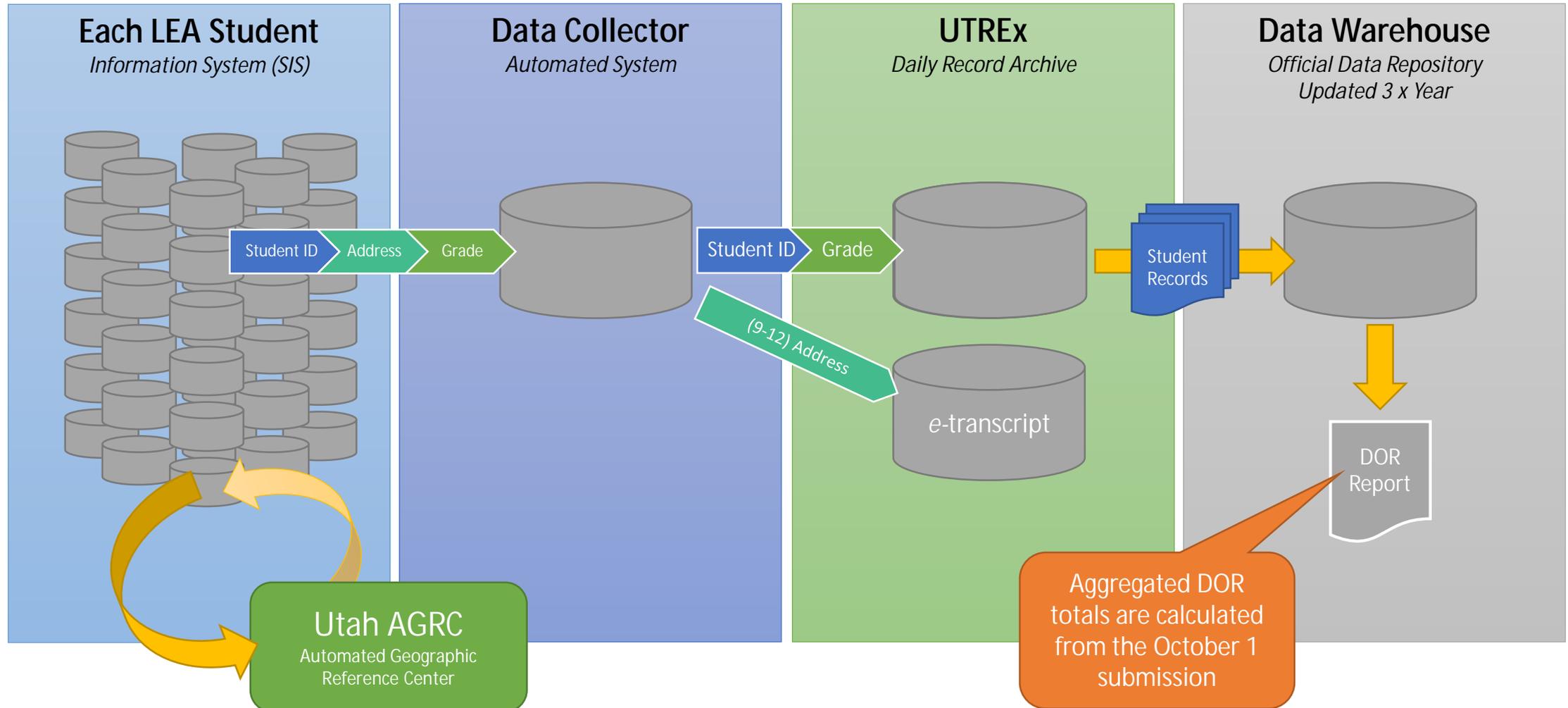
# Solutions to Data Quality

- District challenges DOR/checks address with Charter Schools



# Solutions to Data Quality

- Each LEA validates address data to set DOR (41 District + 125 Charters)



# Solutions to Data Quality

- One point of validation of address data to set DOR in Collector

