



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**BRIDGE TO HIGH SCHOOL DATA EXCHANGE  
DATA CONSENT FORM  
MIDDLE SCHOOL and HIGH SCHOOLS**

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**Background and History**

Based on key findings from the 2014 Graduation Pathways high school analysis, the transition from 8<sup>th</sup> to 9<sup>th</sup> grade is difficult for District of Columbia students and the adjustment to high school is a point where some students exit the secondary system. The school choice system in the District of Columbia makes it difficult for receiving high schools to be equipped with relevant and consistent information necessary to effectively support rising ninth graders. In addition, in 2015 Mayor Bowser launched the Pathways to the Middle Class Initiative for District of Columbia residents. This initiative takes a broad approach to ensuring DC residents have a secure path to the middle class, including increasing investments in middle school academics and programming in order to improve student outcomes.

During the summer of 2016, the ninth Grade Counts Network (9GCN), co-chaired by Thurgood Marshall Academy and Anacostia High School, facilitated a data sharing program using enrollment data to allow middle schools to share key academic data on incoming ninth graders with high schools for the 2016-17 School Year. This effort enabled high school staff to support their students prior to the first official day of school by developing evidence-based, positive, and responsive interventions and strategies. In the second year of the program, participating high schools also began sharing student-level data with the student's sending middle school for the 2017-18 School Year. This feedback loop allows middle schools to better understand the academic outcomes for students leaving their schools in order to improve school planning and practices. During its third year (2018-19 School Year), participating high schools were provided access to attendance data and the data exchange remained open for the school year to allow schools to account for mid-year transfer students. In its fourth year of the program (2019-20 School Year), participating high schools shared ninth grade student-level data with the student's incoming 10<sup>th</sup> grade high school, as well as 10<sup>th</sup> grade student-level data with the student's incoming 11<sup>th</sup> grade high school for the 2019-20 School Year. This additional transfer of student data allowed and will continue to allow high schools to better prepare for incoming 10<sup>th</sup> and 11<sup>th</sup> graders who transfer across LEAs.

### **Authorized Representative Designation**

The Office of the State Superintendent of Education (OSSE) is the State Education Agency (SEA) for the District of Columbia; and OSSE, as the SEA, in accordance with the Federal Family Educational Rights and Privacy Act (FERPA)(20 USC §1232g), and in particular its corresponding regulations found at 34 CFR §§ 99.31(a)(3) (iv) and 99.35, is empowered to designate authorized representatives to assist OSSE in carrying out any audit, evaluation, enforcement, and/or compliance activities related to Federal- or state-supported educational programs. OSSE collects educational data from publicly funded District of Columbia LEAs and schools and has adopted a policy and procedure for designating authorized representatives to assist OSSE with audit, evaluation, enforcement and/or compliance activities.

In accordance with FERPA, for the limited purposes of this consent form, OSSE designates participating middle and high school LEAs as authorized representatives to assist in the audit and evaluation of middle school activities and educational outcomes on behalf of OSSE.

Student data received by OSSE for students through the Bridge to High School Data Exchange will not be housed in the Statewide Longitudinal Education Database (SLED).

### **Middle School to High School Data Exchange Process**

This data exchange requires student enrollment and educational outcome data to be shared by both OSSE and the middle school LEA at which the student attended eighth grade to the high school LEA at which the student enrolled for 9<sup>th</sup> grade. OSSE will provide demographic data, attendance data and end of year statewide assessment scores. Participating middle school LEAs will submit eighth grade educational outcome data listed below via a secure data transfer site managed and supported by OSSE.

The data will be available to participating high school LEAs through a secure data visualization tool (i.e. Qlik), provided by OSSE.

Data elements shared by OSSE to the high school (ninth grade) LEA:

- (1) Unique Student Identifier (USI) (assigned by OSSE);
- (2) Student name;
- (3) LEA name;
- (4) LEA code;

- (5) School name;
- (6) School code;
- (7) Attendance data (In Seat Attendance Rate and Chronic Absenteeism Rate);
- (8) Demographic data (gender, date of birth, race, ethnicity, first time ninth grade flag);
- (9) Special Education status;
- (10) English Learner status;
- (11) Direct certification status (homeless indicator, FARMs status, at-risk indicator);
- (12) Enrollment (starting with stage 3 then switches to LEA Student Information enrollment feed once school year begins); and
- (13) Statewide assessment data (PARCC math and ELA scores).

Data elements shared by a respective middle school (eighth grade) LEA to the matriculating high school (9<sup>th</sup> grade) LEA via OSSE:

- (1) Unique Student Identifier (USI) (assigned by OSSE);
- (2) Student name;
- (3) Date of birth;
- (4) Local Student ID (assigned by LEA);
- (5) School code (assigned by OSSE);
- (6) School name;
- (7) End of previous academic year course grades in math and English;
- (8) End of previous academic year course name in math and English;
- (9) Anecdotal information regarding students' strengths, attendance data, discipline data, flags for academic and social emotional intervention -y/n (optional); and
- (10) Math and English interim assessment data (optional).

In order to facilitate a quicker exchange of data, the student information exchange requires participating LEAs at which the student enrolled in middle school to share data with OSSE by mid-July using OSSE's secure data sharing platform. These sending middle school LEAs will share the abovementioned data for all students who may matriculate to ninth grade in the following school year. OSSE will therefore be able to share data with receiving high schools in participating LEAs as soon as stage 3 enrollment is available. OSSE will only share data with those participating high school LEAs receiving students in the ninth grade.

**2020-2021 School Year Bridge to High School Data Exchange  
Middle School to High School Data Exchange Timeline**

| <b>Participating High Schools</b>   |
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| <b>March 2020:</b> LEA registration for 2020-2021 School Year Bridge to High School Data Exchange and Kid Talk opens. |
| <b>April 2020:</b> LEA Commitment Form and Data Consent Form due.   |
| <b>May 2020:</b> OSSE provides data on enrolled ninth graders available in Qlik.                                      |
| <b>July 2020:</b> LEA provides data on enrolled ninth graders available in Qlik.                                      |

### **Ninth to Tenth Grade Data Exchange Process**

This data exchange requires student enrollment and outcome data to be transferred from both OSSE and the high school LEA at which the student attended ninth grade to the high school LEA at which the student enrolled for 10<sup>th</sup> grade. Participating high school LEAs will submit ninth grade outcome data listed below via a secure site supported by OSSE. This data will be available to participating high school LEAs through a secure data visualization tool (i.e. Qlik), provided by OSSE. The data must be available to the high school LEA by early June, prior to the commencement of the upcoming school year.

Data elements shared by OSSE to the respective high school (10<sup>th</sup> grade) LEA:

- (1) Unique Student Identifier (USI) (assigned by OSSE);
- (2) Student name;
- (3) LEA name ;
- (4) LEA Code (assigned by OSSE);
- (5) School name;
- (6) School Code (assigned by OSSE);
- (7) Attendance data (In Seat Attendance Rate and Chronic Absenteeism Rate);
- (8) Demographic data (gender, date of birth, race, ethnicity, first time 10<sup>th</sup> grade flag);
- (9) Special Education status;
- (10) English Learner status;
- (11) Direct certification status (homeless indicator, FARMs status, at risk indicator);
- (12) Enrollment (starting with stage 3 then switches to LEA Student information enrollment feed once school year begins); and
- (13) Statewide Assessment data (PARCC math and ELA scores).

Data elements shared from the respective middle school (ninth grade) LEA to the matriculating high

school (10<sup>th</sup> grade) LEA via OSSE:

- (1) Unique Student Identifier (USI) (assigned by OSSE);
- (2) Student name;
- (3) Date of Birth;
- (4) Local Student ID (assigned by LEA);
- (5) School code (assigned by OSSE);
- (6) School name;
- (7) End of previous academic Year course grades in math and English;
- (8) Anecdotal information regarding students’ strengths, attendance data, discipline data, flags for academic and social emotional intervention -y/n(optional); and
- (9) Math and English interim Assessment Data (optional)

In order to facilitate a quicker exchange of data, the student information exchange requires participating LEAs at which the student enrolled in ninth grade to share data with OSSE by mid-July using OSSE’s secure data sharing platform. These sending high school LEAs will share the abovementioned data for all students who may matriculate to 10<sup>th</sup> grade in the following school year. OSSE will therefore be able to share data with receiving high schools in participating LEAs as soon as stage 3 enrollment is available. OSSE will only share data with those participating high school LEAs receiving students in the 10<sup>th</sup> grade.

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| <b>2020-2021 School Year Bridge to High School Data Exchange<br/>ninth to 10th Grade Data Exchange Timeline</b>       |
| <b>Participating High Schools</b>   |
| <b>March 2020:</b> LEA registration for 2020-2021 School Year Bridge to High School Data Exchange and Kid Talk opens. |
| <b>April 2020:</b> LEA Commitment Form and Data Consent Form due.   |
| <b>May 2020:</b> OSSE provides data on enrolled 10th graders available in Qlik.                                       |
| <b>July 2020:</b> LEA provides data on enrolled 10th graders available in Qlik.                                       |

**10<sup>th</sup> Grade to 11th Grade Data Exchange Process**

This data exchange requires student enrollment data for 10<sup>th</sup> grade students to be transferred from OSSE to the high school LEA at which the student enrolled in 11<sup>th</sup> grade. OSSE will provide the data below. This data will be available to participating high school LEAs through a secure data visualization tool (i.e. Qlik), provided by OSSE. The data must be available to the high school

LEA by early June.

Data elements shared from OSSE to the respective high school (11<sup>th</sup> grade) LEA:

- (1) Unique Student Identifier (USI) (assigned by OSSE);
- (2) Student name;
- (3) LEA name;
- (4) LEA code (assigned by OSSE);
- (5) School name;
- (6) School code (assigned by OSSE);
- (7) Attendance data (In Seat Attendance Rate and Chronic Absenteeism Rate);
- (8) Demographic data (gender, date of birth, race, ethnicity, first time 10<sup>th</sup> grade flag);
- (9) Special Education status;
- (10) English Learner status;
- (11) Direct certification status (homeless indicator, FARMs status, at risk indicator);
- (14) Enrollment Stage (starting with stage 3 then switches to LEA Student Information enrollment feed once school year begins); and
- (12) Statewide assessment data (PARCC math and ELA scores).

OSSE will therefore be able to share data with receiving high schools in participating LEAs as soon as stage 3 enrollment is available. OSSE will only share data with those participating high school LEAs receiving students in the 11<sup>th</sup> grade.

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| <b>2020-2021 School Year Bridge to High School Data Exchange<br/>10<sup>th</sup> to 11th Grade Data Exchange Timeline</b> |
| <b>Participating High Schools</b>   |
| <b>March 2020:</b> LEA registration for 2019-2020 School Year Bridge to High School Data Exchange and Kid Talk opens.     |
| <b>April 2020:</b> LEA Commitment Form and Data Consent Form due.   |
| <b>May 2020:</b> OSSE provides data on stage 3 enrolled 11th graders available in Qlik.                                   |

**High School to Middle School Data Exchange Process**

This data exchange requires student enrollment and performance data to be transferred from both OSSE and the LEA at which the student enrolled during ninth grade to the LEA at which the student attended 8<sup>th</sup> grade. Participating high school LEAs will upload data templates to the secure

site (Box) supported by OSSE, and then OSSE will provide this ninth grade data to applicable middle school LEAs via a secure data visualization tool (i.e. Qlik).

Data elements shared by OSSE to the respective middle school (eighth grade) LEA:

- (1) Unique Student Identifier (USI) (assigned by OSSE);
- (2) Student name;
- (3) Demographic data (date of birth, status as overage as defined by OSSE);
- (4) Name of high school LEA;
- (5) School code for high school LEA (assigned by OSSE);
- (6) Name of receiving high school;
- (7) Code for receiving high school (assigned by OSSE); and
- (8) Attendance (ISA Rate and Chronic Absenteeism Rate).

Data elements shared from the high school (ninth grade) LEA to the middle school (eighth grade) LEA through OSSE:

- (1) Unique Student Identifier (USI) (assigned by OSSE);
- (2) Student name;
- (3) Local Student ID (assigned by OSSE);
- (4) Date of birth;
- (5) School name;
- (6) School code (assigned by OSSE);
- (7) Ninth grade math and English language arts course titles;
- (8) Ninth grade math and English language arts mid-year grades;
- (9) Ninth grade math and English language arts final grades;
- (10) Number of Carnegie units (credits) earned during the student's ninth grade year (math, English language arts and other remaining credits);
- (11) Recommendation for Summer School (Y/N);
- (12) Expected graduation year;
- (13) Promotion status to 10<sup>th</sup> grade;
- (14) Community service hours;
- (15) Anecdotal information regarding students' strengths, attendance data, discipline data, flags for academic and social emotional intervention -y/n (optional); and
- (16) Math and English interim assessment data (optional)

In order to facilitate this feedback loop for middle school planning and instructional improvement, receiving high schools will be required to share student data at two (2) points during the year: in

February for mid-year student performance, and at the end of the school year in late June for 9<sup>th</sup> grade educational outcomes. Data will only be shared between the middle and high schools in participating LEAs and only for the purposes described within this consent form.

| <b>2020-2021 School Year Bridge to High School Data Exchange High School to Middle School Data Exchange Timeline</b>  |  |
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| <b>Participating Middle Schools</b>   | <b>Participating High Schools</b>  |
| <b>March 2020:</b> LEA registration for 2019-2020 School Year Bridge to High School Data Exchange and Kid Talk opens. | <b>Feb. 2021:</b> Ninth grade mid-year data templates available in Box to collect mid-year English and math course grades. |
| <b>April 2021:</b> LEA Commitment Form and Data Consent Form due.   | <b>Feb. 2021:</b> Completed Ninth grade mid-year data templates due (uploaded to Box by LEA)                               |
| <b>March 2021:</b> Ninth grade mid-year data available in Qlik.   | <b>June 2021:</b> Ninth grade end-of-year data template available to LEAs in Box.  |
| <b>Aug. 2021:</b> Ninth grade end-of-year data available in Qlik.   | <b>July 2021:</b> Completed Ninth grade end-of-year data template due (uploaded to Box by LEA).                            |

**Data Exchange Terms and Conditions**

This data consent form will allow participating middle and high school LEAs to assist in the audit and evaluation of middle school activities and educational outcomes on behalf of OSSE. By signing this consent form and agreeing to the following terms, the participating LEA agrees to OSSE’s designation of the LEA as an authorized representative for the purposes outlined herein and below.

|                                |  |
|--------------------------------|--|
| <b><i>Initial Each Box</i></b> |  |
|                                | The participating LEA will use data disclosed to participating LEA pursuant to this consent form only for the purpose of ensuring successful high school transitions across LEAs for District of Columbia students and for no other purposes.          |
|                                | Without prior written OSSE consent, the participating LEA will not re-disclose data disclosed to participating LEA pursuant to this consent form to any other person, entity, or governmental agency not specifically authorized in this consent form. |



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|  | <p>The participating LEA agrees that personally identifiable information (PII) from educational records is necessary to fully and effectively implement the aforementioned program consistent with applicable federal and District laws.</p>   |
|  | <p>The participating LEA acknowledges that, as an authorized representative of OSSE, it is responsible for protecting the confidentiality of PII in educational records and for ensuring that disclosure of such PII complies with all applicable laws in a manner consistent with and identical to OSSE’s responsibilities under the law.</p>   |
|  | <p>The participating LEA acknowledges that under FERPA (20 USC §1232g) and its corresponding regulations found at 34 CFR §§99.31 (a)(2) and 99.34, PII may be disclosed to a school official based on enrollment intent.</p>   |
|  | <p>The participating LEA acknowledges that PII contained in special education records may also be subject to the confidentiality provisions of the Individuals with Disabilities Education Act (IDEA), 34 CFR §§ 300.610-626.</p>  |
|  | <p>The participating LEA will use and store data disclosed to the LEA pursuant to this consent form in a manner that will preserve the confidentiality of PII and will ensure that this information is not disclosed to anyone other than responsible personnel for the purposes of implementing the required program audit functions of this consent form.</p>  |
|  | <p>In the event of a breach of this consent form in the form of an unauthorized re-disclosure of data that is not otherwise permissible pursuant to this consent form, the participating LEA must notify OSSE of the breach within 24 hours of the date on which it became aware of the breach. The written notification shall be sent to <a href="mailto:Gwen.Rubinstein@dc.gov">Gwen.Rubinstein@dc.gov</a> and <a href="mailto:OSSE.Datasharing@dc.gov">OSSE.Datasharing@dc.gov</a>. Failure to provide notification under this paragraph is grounds for termination of the Agreement.</p>   |
|  | <p>The participating LEA agrees to destroy all personally identifiable data:</p> <ul style="list-style-type: none"> <li>○ At OSSE’s request;</li> <li>○ When the data are no longer needed to achieve this consent form’s purposes; or</li> <li>○ As otherwise required by State or Federal law.</li> </ul> <p>The participating LEA shall confirm in writing to OSSE its compliance with the data destruction terms within five (5) business days of destroying the data. The written notification shall be sent via OSSE provided form to <a href="mailto:Jessicak.Jackson@dc.gov">Jessicak.Jackson@dc.gov</a> and <a href="mailto:osse.datasharing@dc.gov">osse.datasharing@dc.gov</a>.</p> |

**LEA ACKNOWLEDGMENT**

Participating middle school and high school LEAs acknowledge that the above-referenced student data will be shared as part of the Bridge to High School Data Exchange under the above FERPA exceptions.

As authorized signatory for the Participating LEA identified below, I acknowledge that I have read, understood, and will comply with the terms and conditions of this consent form:

\_\_\_\_\_  
Participating LEA Name

\_\_\_\_\_  
LEA Authorized Signatory Name

\_\_\_\_\_  
LEA Authorized Signatory Signature

\_\_\_\_\_  
Date