



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

**BRIDGE TO HIGH SCHOOL DATA EXCHANGE
DATA CONSENT FORM
MIDDLE SCHOOL AND HIGH SCHOOLS
School Year 2023-24**

Background and History

Based on key findings from the 2014 Graduation Pathways high school analysis, the transition from 8th to 9th 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 9th graders. In addition, in 2015 Mayor Bowser launched the Pathways to the Middle-Class Initiative for DC 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 to improve student outcomes.

During the summer of 2016, the 9th 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 9th 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 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, participating high schools shared 9th grade student- level data with the student's incoming 10th grade high school, as well as 10th grade student-level data with the student's incoming 11th 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 10th and 11th graders who transfer across LEAs. This process remains unchanged for the 2020-21, 2021-22, 2022-23 school years, which

represent the 5th- 8th years of the program. The process will remain unchanged in the upcoming SY23-24 school year.

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 8th grade to the high school LEA at which the student enrolled for 9th grade. OSSE will provide demographic data, attendance data, and end of year statewide assessment scores (if administered during the school year of interest). Participating middle school LEAs will submit 8th grade educational outcome data listed below via Box, 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 (9th 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 9th 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; if administered during the school year of interest).

Data elements shared by a respective middle school (8th grade) LEA to the matriculating high school (9th 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).

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 9th 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 9th grade.

****Please refer to Appendix A for the SY23-24 Bridge to High School Data Exchange Timeline of Activities****

9th Grade to 10th 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 9th grade to the high school LEA at

which the student enrolled for 10th grade. Participating high school LEAs will submit 9th 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 (10th 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 10th 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, if administered during the school year of interest).

Data elements shared from the respective middle school (9th grade) LEA to the matriculating high school (10th 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)

To facilitate a quicker exchange of data, the student information exchange requires participating LEAs at which the student enrolled in 9th 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 10th 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 10th grade.

****Please refer to Appendix A for the SY23-24 Bridge to High School Data Exchange Timeline of Activities****

10th Grade to 11th Grade Data Exchange Process

This data exchange requires student enrollment data for 10th grade students to be transferred from OSSE to the high school LEA at which the student enrolled in 11th 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 (11th 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 10th grade flag);
9. Special Education Status;
10. English Learner Status;
11. Direct certification status (homeless indicator, FARMs status, at risk indicator);
12. Enrollment Stage (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, if administered during the school year of interest).

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 11th grade.

****Please refer to Appendix A for the SY23-24 Bridge to High School Data Exchange Timeline of Activities****

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 9th grade to the LEA at which the student attended 8th grade. Participating high school LEAs will upload data templates to the secure site (Box) supported by OSSE, and then OSSE will provide this 9th 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 (8th 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 (9th grade) LEA to the middle school (8th 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. 9th grade Math and English language arts course titles;
8. 9th grade Math and English language arts mid-year grades;
9. 9th grade Math and English language arts final grades;
10. Number of Carnegie units (credits) earned during the student's 9th 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 10th 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)

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 9th 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.

Please refer to Appendix A for the SY23-24 Bridge to High School Data Exchange Timeline of Activities

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.

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| | 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. |
| | 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. |
| | 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. |
| | 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. |

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| | 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. |
| | 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. |
| | 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 Gwen.Rubinstein@dc.gov and OSSE.Datasharing@dc.gov . Failure to provide notification under this paragraph is grounds for termination of the Agreement. |
| | The participating LEA agrees to destroy all personally identifiable data: <ul style="list-style-type: none"> o At OSSE’s request; o When the data are no longer needed to achieve this consent form’s purposes; or o As otherwise required by State or Federal law. |
| | 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 Marquita.Hardy@dc.gov and osse.datasharing@dc.gov . |

**LEA ACKNOWLEDGMENT
2023-2024**

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

Appendix A: SY23-24 Bridge to High School Data Exchange Timeline of Activities

| <u>Participating Middle Schools</u> | <u>Participating High Schools</u> |
|---|---|
| Feb. 2023: SY23-24 LEA Phase I recruitment begins | Feb. 2023: SY23-24 LEA Phase I recruitment begins |
| April 2023: SY23-24 LEA Phase I data consent forms due via email to secure participation in the program (Marquita.Hardy@dc.gov) | April 2023: SY23-24 LEA Phase I data consent forms due via email to secure participation in the program (Marquita.Hardy@dc.gov) |
| May 2023: OSSE will host Early Access to Incoming Student Data Virtual Webinar Training | May 2023: OSSE will host Early Access to Incoming Student Data Virtual Webinar Training |
| May 2023: SY23-24 LEA Phase II recruitment begins | May 2023: SY23-24 LEA Phase II recruitment begins |
| July 2023: Kid Talk 2023 registration opens | July 2023: Kid Talk 2023 registration opens |
| July 2023: SY23-24 LEA Phase II recruitment ends. Note: if your LEA submitted a form during Phase I, you do not have to submit another one during Phase II. | July 2023: SY23-24 LEA Phase II recruitment ends Note: if your LEA submitted a form during Phase I, you do not have to submit another one during Phase II. |
| Sep. 2023: OSSE will host virtual Kid Talk 2023 event | Sep. 2023: OSSE will host virtual Kid Talk 2023 event |
| Jan. 2024: “Revisiting” Kid Talk 2024 (in-person event) registration opens | Jan. 2024: “Revisiting” Kid Talk 2024 (in-person event) registration opens |
| March 2024: OSSE will host in-person “Revisiting” Kid Talk 2024 event | March 2024: OSSE will host in-person “Revisiting” Kid Talk 2024 event |
| June 2024: Eighth grade data templates available in Box to collect: | March 2024: Mid-Year 9 th Grade Outcomes Collection template due via Box (high school LEAs only) |

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| <ul style="list-style-type: none"> • Final eighth grade math and English grades and specific course names (Required) • Final eighth grade interim assessment data (MAP, ANet, or i-Ready) (Required) • School point of contact information (Required) • Anecdotal information regarding students' strengths (Optional) | <ul style="list-style-type: none"> • This loopback data will enable middle schools to continuously improve their practices to prepare students for the rigor of high school • Important Note: The loopback template should be completed for each individual ninth grader enrolled in your LEA. Template will be shared via email to your LEA's Data Manager to be downloaded, completed, and uploaded to box. |
| <p>July 2024: End of Year Outcomes Data Collection due via Box</p> <ul style="list-style-type: none"> • Given that students are transitioning to dozens of different DC public and public charter schools, full participation by each LEA in the Bridge to High School Data Exchange is critical to ensure receiving campuses have the most complete set of information on their enrolling ninth graders. • Template will be shared via email to your LEA's Data Manager to be downloaded, completed, and uploaded to box. | <p>May 2024: OSSE provides data on enrolled ninth, enrolled tenth, and enrolled stage three eleventh graders available in Qlik.</p> |
| | <p>June 2024: SLED-provided data on enrolled ninth graders available in Qlik:</p> <ul style="list-style-type: none"> • Attendance (only for students enrolling from participating middle schools) • Demographic information • SPED (primary disability and level) status • ELL status • Currently available PARCC scores • Free and Reduced Lunch status • "At-risk" status (per UPSFF definition) |
| | <p>July 2024: End of Year Outcomes Data Collection due via Box</p> <ul style="list-style-type: none"> • Given that students are transitioning to dozens of different DC public and public charter schools, full participation by each LEA in the Bridge to High School Data Exchange is critical to ensure receiving campuses have the most complete set of information on their enrolling ninth graders. |

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| | <ul style="list-style-type: none">• Template will be shared via email to your LEA's Data Manager to be downloaded, completed, and uploaded to box. |
| | <p>Aug. 2024: Additional data available in Qlik, including:</p> <ul style="list-style-type: none">• Updated enrollment roster• SLED-provided data• Middle school-provided data <p>Note: Qlik view will continuously update based on enrollment data once school begins.</p> |