Guidance for Contractors
Providing Sensitive Information for OSSE's Faculty and Staff Data Collection

Purpose of Data Collection

The Office of the State Superintendent of Education (OSSE) collects comprehensive information about all personnel involved in the regular operations of local education agencies (LEAs) through the annual Faculty and Staff Data Collection. OSSE defines "regular operations" as "day-to-day academic, administrative, student support, maintenance, security, and other activities necessary for the school to function." Any contractor involved in these essential activities is subject to the same data collection requirements as direct hires. OSSE collects these data for the following reasons:

1. **Policy Development**: Informing policy decisions to target support for DC's school workforce and improve the education system.
2. **Local School Workforce Data Reporting**: Providing DC's education community with valuable data on the school workforce.
3. **Legal Requirements:** OSSE uses these data to meet both the US Department of Education and local legal requirements to report these data.

Legal Requirements

Federal Requirements:
The US Department of Education mandates that OSSE collect these data for the following reports:

1. EDFacts Reports
2. Teacher Shortage Areas Reports
3. Equitable Access to Excellent Educators Calculations

Local Statutes:

1. **DC Code § 38-2609(c)(2)(A)**: This provision gives OSSE the authority to collect "necessary data pertaining to students, teachers, and school levels [which] shall be submitted to the OSSE for the purpose of constructing, updating, or maintaining the education data warehouse (EDW) system."
2. **DC Code § 38-2609(c)(2)(B)**: This provision states, "the requested data shall be submitted within a reasonable time, as determined by the OSSE, following a request, and in a standardized format to be established by the OSSE."

Data Security

We understand the sensitivity of the requested information, particularly Social Security Numbers (SSNs) and dates of birth. OSSE is committed to maintaining the highest standards of data security. Here's how we ensure your data is protected:

1. **Encryption**: All data is encrypted during transmission and storage.

2. **Access Control**: Strict access control measures ensure that only authorized personnel can access sensitive information.
3. **Compliance with Standards**: OSSE complies with all relevant data protection regulations, including the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

Your Cooperation is Valued and Essential

We thank you in advance for your invaluable cooperation in providing this crucial data to support DC schools. If you have further questions or concerns regarding this data collection process, please contact our team at fsdatacollection@dc.gov.