



OSSE External Data Request Policy

Effective April 2016 | Last Updated November 20, 2024

I. Authority	<p>The Office of the State Superintendent of Education (OSSE) collects, analyzes and reports data about children, students, and educators, including as required under federal and local law.</p> <p>OSSE is authorized to share data with external stakeholders in accordance with District and federal laws including, but not limited to, federal Family Educational Rights and Privacy Act (FERPA)¹ and the Individuals with Disabilities Education Act (IDEA)².</p>
II. Applicability	<p>This policy applies to external requesters of data, all OSSE data, and OSSE employees (including on-site contractors).</p> <p>This policy only applies to data requests, not Freedom of Information Act (FOIA) requests.³ While student records requests are entered into and tracked in the Data Request Portal, this policy does not apply to them.⁴</p>
III. Rationale	<p>OSSE is committed to providing high-quality data and analysis that will empower Local Education Agencies (LEAs), community-based organizations (CBOs), and providers to meet the needs of all learners and allow education partners to make informed policy decisions. This policy standardizes OSSE's data request process and provides transparency about this process to all stakeholders.</p>
IV. Policy	<ol style="list-style-type: none">1. External organizations may request data from OSSE through the OSSE Data Request Portal.2. Data requests sent over email will not be processed for fulfillment. Requesters will be directed to the portal to enter their requests.3. All submitted requests for data go through an internal review process to be considered for fulfillment.4. OSSE reserves the right to approve or deny any request, based on currently available resources and capacity. When capacity exists, OSSE will give priority to requests deemed most aligned with its mission, strategic plan, and priorities.

¹ Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

² Individuals with Disabilities Education Act (IDEA) (20 U.S.C. § 1400 et seq.)

³ See <https://osse.dc.gov/service/osse-open-government-and-foia> for policies and processes related to FOIA requests.

⁴ See <https://osse.dc.gov/publication/accessing-student-education-records> for policies and processes on accessing student education records.

	5. Requesters will be notified within 60 days of whether their request will be fulfilled.
V. Definitions	<p>Data: Expressed information representing facts in a variety of qualitative and quantitative forms, including aggregate, individual level, and personally identifiable information.</p> <p>Data request: A formal submission through the Data Request Portal asking for information that is collected, stored, or controlled by OSSE but that is not publicly available aggregate data.</p> <p>Data Request Portal: An OSSE-owned application (https://octo.quickbase.com/db/bm4uqtb2) through which external stakeholders can request data, and relevant OSSE staff have access to review, assess, and process these data requests.</p> <p>Personally Identifiable Information (PII): PII is information that, alone or in combination with other data, can be linked to a specific student, including but not limited to:</p> <ul style="list-style-type: none"> • Name of student, parents, or other family members; • Address of student, parents, or other family members; • Personal identifier, such as a Social Security Number, unique student identifier (such as OSSE’s USI), or biometric record; and • Indirect identifiers, such as date of birth, place of birth, or mother’s maiden name.
VI. OSSE Expectations for Data Privacy and Data Sharing	<p>All data requests must adhere to the data sharing standards established by both federal and District laws, including, but not limited to FERPA and IDEA.</p> <p>All data request fulfillments will follow established OSSE data privacy policies and procedures, including, but not limited to, the OSSE Student Privacy and Data Suppression Policy as well as specific policies for datasets such as My School DC and the Youth Risk Behavior Survey.</p>
VIII. Auditing, Monitoring and Review	OSSE will periodically review this policy to ensure it remains current and consistent with legal requirements and best practices.
VIII. Further Information	For more information on this policy or the data request process, please visit the OSSE Data Request Portal information page or contact OSSE.datasharing@dc.gov .