



Title: **Requests for Achievement Data**

Code: JRAA

Section: Section J: Students

Academy District 20 recognizes that certain individuals have a right to access and/or a need to access student achievement data from standardized tests. The Family Educational Rights and Privacy Act (FERPA) states that only individuals with legitimate educational interest should have access to such records. Particularly as achievement data become available electronically, it is important to delineate who should be able to access this information under what conditions.

Summary Reports:

Summary information about schools and the District are made available to the public, including disaggregated by gender and ethnicity. The minimum number of students required on Academy District 20 achievement results to report in summary form to the public is 20. For groups of fewer than 20 students, the number of students may be shown, but no scores will be reported. This protects the identity of individual students and decreases the likelihood that inappropriate inferences will be made based on small groups.

Ability to View Results of Individual Students:

Parents and legal guardians may view the individual achievement results for their student only. Teachers may view the individual achievement results of the students for whom they have a legitimate educational interest. This includes the students currently taught by the teacher and those students whom the teacher instructed when the test was administered. Counselors may view the achievement results of individual students with whom they are working for purposes such as assistance with course placement and achievement concerns. Principals may view the achievement results of all students in their school. The Superintendent and/or designee may view the achievement results of all students in the school district. Members of the Board of Education, who are acting in an official capacity, may view the achievement results of all students in the school district.

Requests for Electronic Files of Achievement Results Containing Individually Identifiable Information:

All requests by a school for electronic files of achievement results containing individually identifiable information must be forwarded to Learning Services by the principal. Once the principal receives the results for his/her school; he/she is responsible for ensuring that student privacy rights are maintained and that the data are used appropriately and are destroyed when they are no longer needed.

Requests for electronic files of achievement results containing individually identifiable information from more than one school must be submitted to Learning Services directly. If the District has contracted with an outside agency for assistance with data analysis and interpretation, the District will determine whether the privacy rights of students will be maintained prior to providing the data to the outside agency. The District also will determine the conditions under which the individually identifying data will be destroyed

(e.g., at the conclusion of the project). Requests for individually identifiable information to be used for research purposes must be submitted to the District's Institutional Review Board (IRB).

Requests for Electronic Files of Achievement Results that do not Contain Individually Identifiable Information:

Requests for summary achievement results that do not contain individually identifiable information is available in public documents. Requests for other summary information must be submitted in writing to Learning Services and will be evaluated individually. In the case of research requests, the request must also be in writing and directed to the District's Institutional Review Board (IRB). Requests for student level results that do not contain individually identifiable information will be evaluated individually. FERPA states that simply removing a student's name and identification number does not necessarily indicate that the student's identity is protected.

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Attachments

[JRAA Request for Achievement Data final 7-1-21.pdf](#)