

Capital Region BOCES Parents' Bill of Rights for Data Privacy and Security

Capital Regions BOCES is committed to ensuring student privacy in accordance with local, state and federal regulations and district policies. To this end and pursuant to U.S. Department of Education (DOE) regulations (Education Law §2-d), the district is providing the following Parents' Bill of Rights for Data Privacy and Security:

- A student's personally identifiable information cannot be sold or released for any commercial or marketing purposes.
- Parents have the right to inspect and review the complete contents of their child's education record, including any student data maintained by the Capital Regions BOCES. This right of inspection of records is consistent with the federal Family Educational Rights and Privacy Act (FERPA). Under the more recently adopted regulations (Education Law §2-d), the rights of inspection are extended to include data, meaning parents have the right to inspect or receive copies of any data in their child's educational record. The New York State Education Department (SED) will develop further policies and procedures related to these rights in the future.
- State and federal laws protect the confidentiality of personally identifiable information and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls and password protection, must be in place when data is stored or transferred.
- A complete list of all student data elements collected by the state is available for public review in an Excel file at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> or in the pages following this two-page document. Parents may also obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, N.Y. 12234.
- Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to Michelle Handzel-Miller, Capital Regions BOCES, (518) 464-5139. Complaints to SED should be directed to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; the e-mail address is cpo@mail.nysed.gov. SED's complaint process is under development and will be established through regulations from the department's chief privacy officer, who has yet to be appointed.

Additional student data privacy information

This bill of rights is subject to change based on regulations of the commissioner of education and the SED chief privacy officer, as well as emerging guidance documents from SED. For example, these changes/additions will include requirements for districts to share information about third-party contractors that have access to student data, including:

- How the student, teacher or principal data will be used;
- How the third-party contractors (and any subcontractors/ others with access to the data) will abide by data protection and security requirements;
- What will happen to data when agreements with third-party contractors expire;
- If and how parents, eligible students, teachers or principals may challenge the accuracy of data that is collected; and
- Where data will be stored to ensure security and the security precautions taken to ensure the data is protected, including whether the data will be encrypted.

More information

If you would like more information, please contact Capital Region BOCES. More information is also available on the following websites:

- [New York State Department of Education guidance document](#) issued on July 29, 2014 (PDF)
- [U.S. Department of Education press release](#): Guidance for Schools Issued on How to Keep Parents Better Informed on the Data They Collect on Students (PDF)
- [Privacy Technical Assistance Center \(PTAC\)](#): newly established one-stop resource for education stakeholders to learn about data privacy.

Summary of Data Elements

Acc Mod Type Code: Code that indicates the group of accommodations to which a particular accommodation modification belongs.

Accommodation Modification Code: Code that indicates the test accommodation(s) used by the student on the reported State assessment.

Active Indicator: Indication that the contact is connected to the student for authorization purposes.

Actual Student Instructional Time: Total number of minutes of potential student instructional time less the number of minutes the student is absent from the class between the relationship start and end dates.

Alternate Staff ID: State unique staff ID from the NYSED TEACH system.

Alternate Standard Achieved Code: Standard achieved by the student on a specific assessment for use in accountability calculations. This element is required for all assessments that are reported to SIRS and scored by the school district.

Assessment Date of Administration: First day of the testing period for a particular given assessment.

Assessment Item Response Description: Number or code that uniquely identifies each item (question) in an assessment. The numbers/codes are provided in separate Item Maps for each assessment, which are provided separately by NYSED.

Assessment Item Response Value Multiple Choice: Student's response (e.g., A, B, C, D, etc.) to a multiple-choice question on an assessment.

Assessment Item Response Value Points Earned: Number of points earned by a student on a multiple-choice, constructed-response, or essay question on an assessment.

Assessment Language Code: Three-character code that identifies the language in which the student took the assessment.

Assessment Fact Template, Field 16.

Assessment Measure Standard Description: Description of the assessment being reported.

Assessment School Year Date: June 30 of the reporting year.

Assessment Score: Score the student achieved on the assessment.

Assessment Standard Met Code: Standard achieved by the student on a specific assessment for use in annual data reporting aggregations.

Assessment Status: Indication of whether a collegial review was performed on a NYSAA datafolio.

Assignment Code: Code that indicates staff assignment.

Assignment Date: First day of school year or first date of the school year that the staff member was assigned to the "location" as the principal, whichever comes last.

Assignment Grade Level: Principals for the entire building should use "All" for the Assignment Grade Level. Otherwise send one record for each grade level.

Assignment Location Code: For school districts and charter schools, building code used by the Data Warehouse, uniquely identifying the building to which a principal is assigned.

Attendance Code Long: Code that indicates the type of student absence. E indicates excused absence, U indicates unexcused absence, T indicates tardy, ISS indicates in-school suspension, and OSS indicates out-of-school suspension.

Attendance Code Type: Indication that the attendance is being kept for students.

Attendance Date: Date of student absence or tardy attendance.

Attendance Description: Use local attendance code description. If left blank, defaults to Attendance Long value.

Backmapping BEDS Code: BEDS code of a school containing no grade 3 or above that the student was enrolled in during a previous school year.

Building of Enrollment Code: Code that uniquely identifies the building in which a student is enrolled, typically assigned by the local student management system. For preschool children with disabilities who are not enrolled in PreK or UPK programs, this code identifies the primary special-education service provider, which is typically maintained in the special-education student management system.

Class Detail Outcome Code: Code used to indicate the status at the end of a course for a student who was enrolled in the course. Statuses are "P" (pass), "F" (fail), and "N" (student is in the course when it starts but does not complete the course for any reason).

Completion Date: Last date of assignment in the building or grade level for a staff member.

Contact Authorization Code: Code that indicates adult contact is permitted to access student's educational data.

Contact First Name: First name of contact.

Contact Gender Code: Code that indicates gender of contact (M = Male, F = Female).

Contact Home Address 1: First line of the address of the contact's principal physical residence. Provide number, street, and apartment number but not P.O. Box.

Contact Home Address 2: Second line of the address of the contact's principal physical residence. Provide number, street, and apartment number but not P.O. Box.

Contact Home Address 3: Third line of the address of the contact's principal physical residence. Provide number, street, and apartment number but not P.O. Box.

Contact Home City: City of the contact's principal physical residence.

Contact Home Country Code: Country of the contact's principal physical residence.

Contact Home Phone Number: Home phone number of the contact, including area code.

Contact Home Postal Code: ZIP code of the contact's principal physical residence.

Contact Home State Code: State of the contact's principal physical residence.

Contact Home State County Name: County of the contact's principal physical residence.

Contact ID: Unique identifier assigned to the contact by the Local Education Agency (LEA) reporting the data.

Contact Last Name: Last name of contact..

Contact Mailing Address 1: First line of the address of the contact's principal mailing address. Provide number, street, and apartment number.

Contact Mailing Address 2: Second line of the address of the contact's principal mailing address. Provide number, street, and apartment number.

Contact Mailing Address 3: Third line of the address of the contact's principal mailing address. Provide number, street, and apartment number.

Contact Mailing City: City of the contact's principal mailing address.

Contact Mailing Country Code: Country of the contact's principal mailing address.

Contact Mailing Postal Code: ZIP code of the contact's principal mailing address.

Contact Mailing State Code: State of the contact's principal mailing address.

Contact Mailing State County Name: County of the contact's principal mailing address.

Contact Middle Name: Middle name of contact.

Contact Mobile Phone Number: Mobile phone number of the contact, including area code.

Contact Name Prefix: An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Dr., etc.) of contact.

Contact Name Suffix: An appendage, if any, used to denote an individual's generation in the family (e.g., Jr., Sr., III.) of contact.

Contact Oral Language Code: Code that indicates the language or dialect that the contact uses to communicate orally.

Contact Personal Email Address: Personal e-mail address of the contact.

Contact Relationship Code: Code that identifies the relationship of the contact to the student.

Contact Work Email Address: Work e-mail address of the contact.

Contact Work Phone Number: Work phone number of the contact, including area code.

Contact Written Language Code: Code that indicates the language or dialect that the contact uses to communicate in writing.

Country of Origin: Description of the country from which the student emigrated. Students from American Samoa, Guam, Northern Mariana Islands, Puerto Rico, US Minor Outlying Islands, and US Virgin Islands are not considered immigrants.

Course Code: Local course code that uniquely identifies the course. The local course code must be mapped to a State course code. If the course culminates in a State assessment, please use the subset of State Course Codes for courses leading to a State exam. If the course is aligned to the common core for Algebra I or English/Language Arts III, use the common core course codes. For science courses that culminate in a Regents examination and where the lab is scheduled separately from the course or the teachers for the course and the lab are different, use the science lab course codes. If the lab is scheduled separately, do not report a separate course grade for the lab

Course District Code: See Staff District Code.

Course Location Code: Code that uniquely identifies the location where the course is taught. This location must be associated with the principal or BOCES administrator responsible for the course instruction.

Credit Recovery Code: Code to identify if the course was taken for credit recovery.

Credential Type Code: The code identifying the credential earned by the student.

Credit GPA Code: Code that indicates subject for which Grade Point Average (GPA) being reported. Reporting credits and GPA by subject area is optional.

Credits Attempted: Indicates the number of credits that may be earned upon completion of a course. This is generally associated with courses that are required for graduation. However, if schools award credits for other courses, those credits should also be reported.

Credits Earned: Indicates the actual number of credits earned upon completion of a course.

CTE Program Intensity: Program intensity is a measure of the student's progression through his or her CTE program. While CTE programming in BOCES and Technical or CTE high schools (found in the larger districts in the State) is usually predefined or linear in nature, CTE programming in local high schools often crosses content areas and may not be predefined or linear. CTE students at local high schools build meaningful cohesive concentrations based on individual interests (e.g., a program might consist of business courses and technology education courses)

CTE Program Type: Indicates that the student is in a career and technical education program.

Cumulative Credits Attempted: Total graduation credits attempted to date. Report cumulative credits attempted for any student who has attempted to earn graduation credit.

Cumulative Credits Earned: Total graduation credits earned by the student to date. Report cumulative credits earned for any student who has earned graduation credit.

Cumulative GPA: Total cumulative Grade Point Average (GPA) earned by the student to date. Report cumulative GPA only on records with a Credit GPA Code of "TOTAL." Report cumulative GPA for any student who has earned graduation credit.

Date of Birth: Date of the student's birth derived from a certificate of birth issued by an appropriate government authority or, if a birth certificate does not exist, an official source as directed by district policy. The source document must be the same as that used to document when the child is of school age.

Date of Entry into United States: Date the student immigrated to the United States for the first time.

Day Type: Type of day in the day calendar, designating whether or not the date is an instructional day or non-instructional day.

District Code of Residence: District where the student resides on BEDS day of the reporting school year or, for students who enroll after BEDS day, the district where the student resides at the time of enrollment. Students who reside outside of New York State should be reported with 80034366 as their District of Residence code.

District of Responsibility Code: Eight-digit code used to identify a public school district, charter school, or nonpublic school.

Enrollment Entry Date: Date that a student enrolls in a building or a grade level. There must be at least one enrollment entry record for each student for each year, including students who re-enroll (or are continuously enrolled). Each Enrollment Entry Date must also have a Reason for Beginning Enrollment Code. If a student changes grade level within a school year in the same building or changes buildings, schools, or grade levels within a school year, enter an enrollment exit record and create a new enrollment entry record for the new grade level, building, or school. For the first year of enrollment in an LEA, use the actual enrollment date, not a default date such as September 1 or July 1. For a student who is continuously enrolled in the LEA for a second or subsequent year, the enrollment entry date for the second or subsequent year should be July 1.

Enrollment Exit Date: Last date of enrollment for a student who changes grade level during the school year (i.e., July 1 – June 30) or leaves a school building, or when the enrollment record for a student who was enrolled solely as a walk-in for assessment purposes is being ended. Each Enrollment Exit Date must also have a Reason for Ending Enrollment Code.

Evaluation Criteria Code: Code associated with the description of a particular evaluation criterion. This code must be defined in the dimension table for the evaluation criteria rating template.

Evaluation Criteria Rating Code: Code from the dimension table defined in evaluation criteria rating template. This field must be populated with the value "NA".

Evaluation Criteria Rating Points: Score received by an evaluated teacher for a particular component of the evaluation or the overall evaluation score. The score for each component is reported on a separate record. An additional record containing the composite score for the overall evaluation is reported.

Event Date: Date that a student was referred, parent consent to evaluate was received, CPSE or CSE meeting to discuss evaluation results to determine special-education eligibility was held, or IEP was implemented as indicated in the Event Type Code field. One date must be entered for each Event Type Code. Event dates are actual dates when events occurred, not when they are anticipated to occur. Event dates may not be "future dates" and may not exceed August 31, 2014, since the status of students is to be reported as of August 31, 2014.

Event Outcome Code: Code used to indicate whether the student with an Event Type Code was determined to be eligible for special education. This code is reported on the first record in the series of Event Type Codes.

Event Type Code: Code that refers to a single event in a series of events for referring, evaluating, and implementing IEPs for students who may require special-education services.

Exclude From Evaluation Indicator: Flag used to indicate that the student should be excluded from the evaluation of this teacher for a particular course section.

Exit Date: Date staff member is no longer employed by reporting entity.

First Date of Entry into Grade 9: Month, day, and year on which the student first entered grade 9 anywhere. Do not enter this information until the student first enrolls in grade 9. Students with a disability who are coded as ungraded for enrollment purposes, must be assigned a grade 9 entry date no later than, whichever comes first, (1) the first school year during which the student enters a school where the earliest grade is grade 9; or (2) when the school of attendance has grades earlier than grade 9, the first school year during which the student participates in a grade 9 program, using criteria similar to those applied to non-disabled students when making such determinations; or (3) the school year in which the student turns 17.

Gender Description: Gender of the student being reported, as identified by the parent/guardian.

Grade Detail Code: Code used to identify the type of grade that is being reported. This code must exist in the GRADE_DETAIL_CODE table for the reporting year. For State reporting, use the final course grade. The code used for State reporting is "FG".

Grade Level: Instructional level for the student, as determined by the school district. Grade level reporting has specific rules for NYSSIS and student status.

Hispanic/Latino Ethnicity Indicator: Indication of whether the student is Hispanic/Latino.

Home Language Description: Language or dialect routinely spoken in the student's home. This language or dialect may or may not be the student's native language.

Homeless Indicator: Code that indicates whether the student met the definition of homeless at some point during the academic year or was never homeless during the academic year, as determined by the LEA's homeless liaison. If at any time during the academic year the student is homeless, this "Homeless Indicator" must be "Y", the data element Homeless Primary Nighttime Residence must be populated, and the program service "Homeless Unaccompanied Youth Status" must be reviewed and nonnullated, as applicable.

Homeless Primary Nighttime Residence: Code that indicates where students identified as homeless in the Homeless Indicator field have their primary nighttime residence (PNR). The LEA's homeless liaison determines the PNR at the time the student is identified as homeless. The USED realizes that a homeless family or youth may be mobile during their homelessness. If the PNR is not known at the time of enrollment but a PNR is subsequently identified, the LEA must indicate the PNR as soon as it becomes known.

Immigrant Indicator: Indication of whether the student is or is not an immigrant, as identified by the parent/guardian.

Immunization Date for First Polio Vaccination: Date the student was first immunized against poliomyelitis, regardless of whether the immunization was provided orally (OPV) or intravenously (IPV).

Initial Event Date: Date of the first event in the required sequence of events. The Initial Event Codes are CPSE01, CSE01, EI01, and CSENP01. See "Event Type Code" above. The Initial Event Date is the date that corresponds to the Initial Event Type Code (see below). Include the same Initial Event Date on each record in the sequence of events.

Initial Event Type Code: Code used to report the first event in the required sequence of events for the following:

For completing the timely evaluation of preschool and school-age students for special-education eligibility determination.

The first event for this sequence is CPSE01 or CSE01 (SPP Indicator 11).

For implementing a child's IEP by their third birthday for preschool children transitioning from Early Intervention to preschool special education. The first event for this sequence is EI01 (SPP Indicator 12).

Instructional Responsibility Weight: Percent allocation of responsibility a teacher has for a particular student's learning in a subject or course with aligned performance measures.

Least Restrictive Environment Code: Code that indicates the least restrictive environment in which students with disabilities are enrolled.

Local Course Code: Local course code used in the local course scheduling system. This code must map to a State course code.

Location Code: Typically the building code (assigned by local student management system and used by L1 Data Warehouse) that uniquely identifies the building in which a student is receiving a service. If the staff person works in more than one building within the LEA, use "0000". If not "0000", local building code must map to a valid State building code.

Location Grade Level: Grade level of students to which the "Day Type" for a particular date in the day calendar pertains.

Marking Period Code: Code from the Marking Period Number Table in Chapter 5: Codes and Descriptions that represents the marking period within the school year, semester, or summer school session for which a grade is being reported. For example, when reporting the final grade for a full year course for a school where the school year has four marking periods, use the marking period number "4". This is the number that corresponds to the last marking period for a full year course in a school where there are four marking periods per year.

Migrant Indicator: Indication of whether the student met the definition of migrant at some point during the academic year or was never a migrant during the academic year

Neglected or Delinquent Indicator: Indication of whether the student met the definition of neglected or delinquent at some point during the academic year or was never considered neglected or delinquent during the academic year.

Number of Days:

Indicator 11 for preschool children: Number of Days is the number of calendar days from the date of receipt (in writing) of parent consent to evaluate to the date that the CPSE meeting occurs to discuss evaluation results. The date of receipt of parent consent to evaluate is counted as "day 1."

Indicator 11 for school-age students: The Number of Days is the number of calendar days from the date of receipt (in writing) of parent consent to evaluate and the date that the CSE meeting occurs to discuss evaluation results. The date of receipt of parent consent to evaluate is counted as "day 1."

Indicator 12 for preschool children referred from Early Intervention: For a child found eligible for preschool special education, the Number of Days is the number of calendar days past the child's third birthday when the IEP is implemented. The first day past the child's third birthday is "day 1." If the IEP is not implemented by August 31, 2014, the Number of Days is the number of calendar days that August 31, 2014 is past the child's third birthday. For a child who is determined to be not eligible for preschool special education, the Number of Days is the number of calendar days past the child's third birthday when the CPSE meeting to determine eligibility was held. For a child whose eligibility is undetermined as of August 31, 2014, the Number of Days is the number of calendar days that August 31, 2014 is past the child's third birthday. If the child's third birthday is ON August 31, 2014, the Number of Days is "1" for the following scenarios:

Numeric Grade: Numeric grade within the range of 0 to 100. If the grade detail code is "FG" and the local grade is alpha, the grade must be converted to a numeric within the range of 0 to 100. The conversion used is at the discretion of the school. Leave blank if grade is not yet known. All other grade types, local use. Required for secondary-level courses; optional for all other courses.

Numeric Score: Numeric score for assessment administered to student.

Phone at Primary Residence: Telephone number at the student's principal residence, the residence where the student typically resides.

Postgraduate Plan Description: Postgraduate activity planned by the student.

Potential Student Instructional Time: Total instructional time in minutes that the course is scheduled to meet between the relationship start and end dates.

Primary Contact ID: Unique identifier assigned to the contact by the Local Education Agency (LEA) reporting the data.

Primary Placement Type: Code used to indicate the primary placement type (residential placement (PLC02), or day placement by a district (PLC03), the court, social services, or a State agency placement (PLC01)) of students with disabilities.

Primary Service Code: Code that represents the primary service provided to preschool students with disabilities. This information will be reported by school districts and will include information on all preschool students with disabilities who received special-education programs and/or services on the October 2, 2013 snapshot date and also at any time during the school year in the end of year special-education snapshot.

Primary Service Provider: BEDS code or Institution ID that represents the coordinating special-education service provider, as designated by the CPSE, for preschool students with disabilities who receive special-education services.