



EDUCATIONAL DATA AND ITS USES

MSBO certification course

Rob Dickinson, MPAAA Executive Director



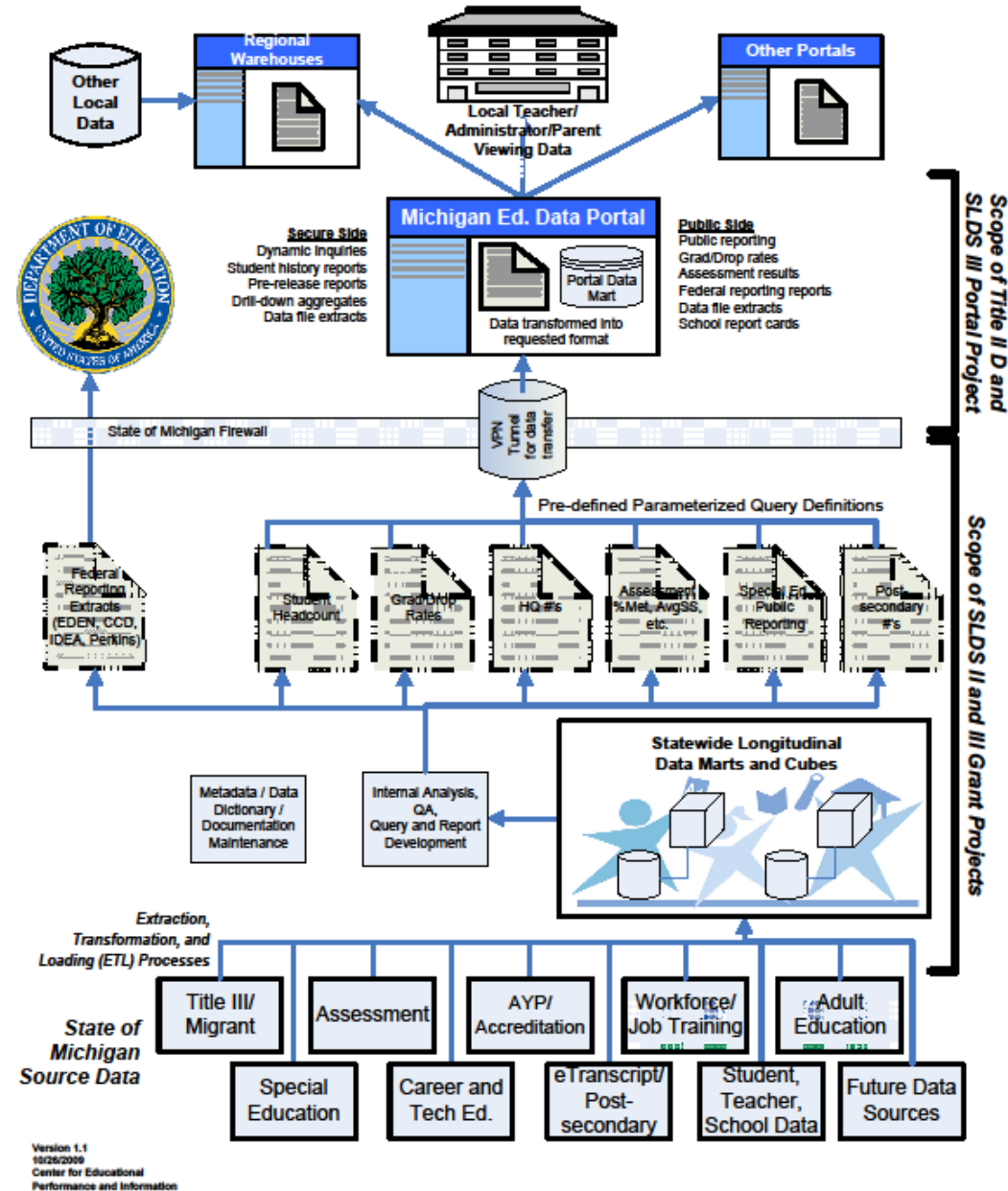
Educational Data and its Uses

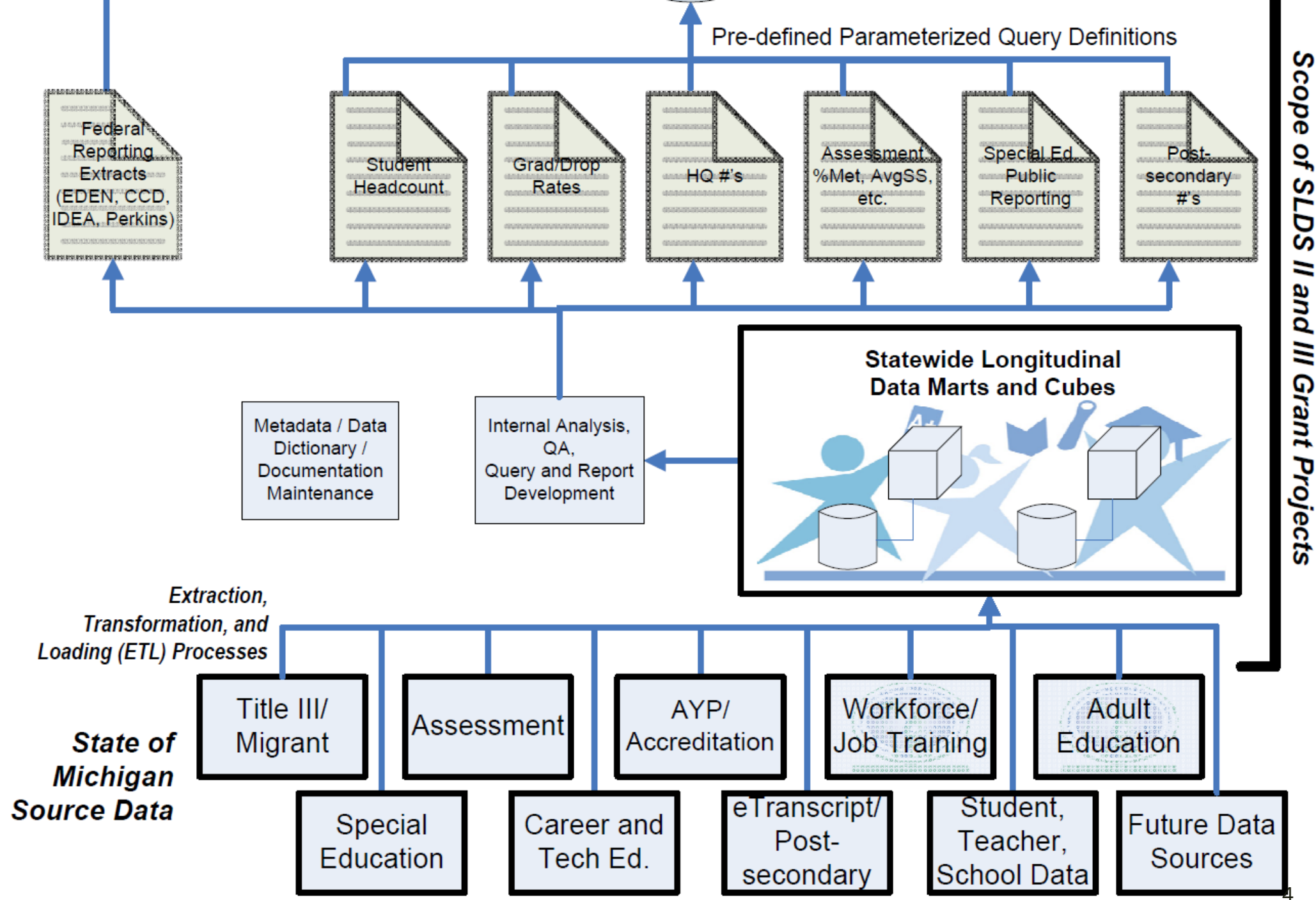
Agenda

- Data Flow Overview
- MiSchoolData Portal
- State and Federal Reporting
- Types of School Records – What is an official record?
- FERPA regulations

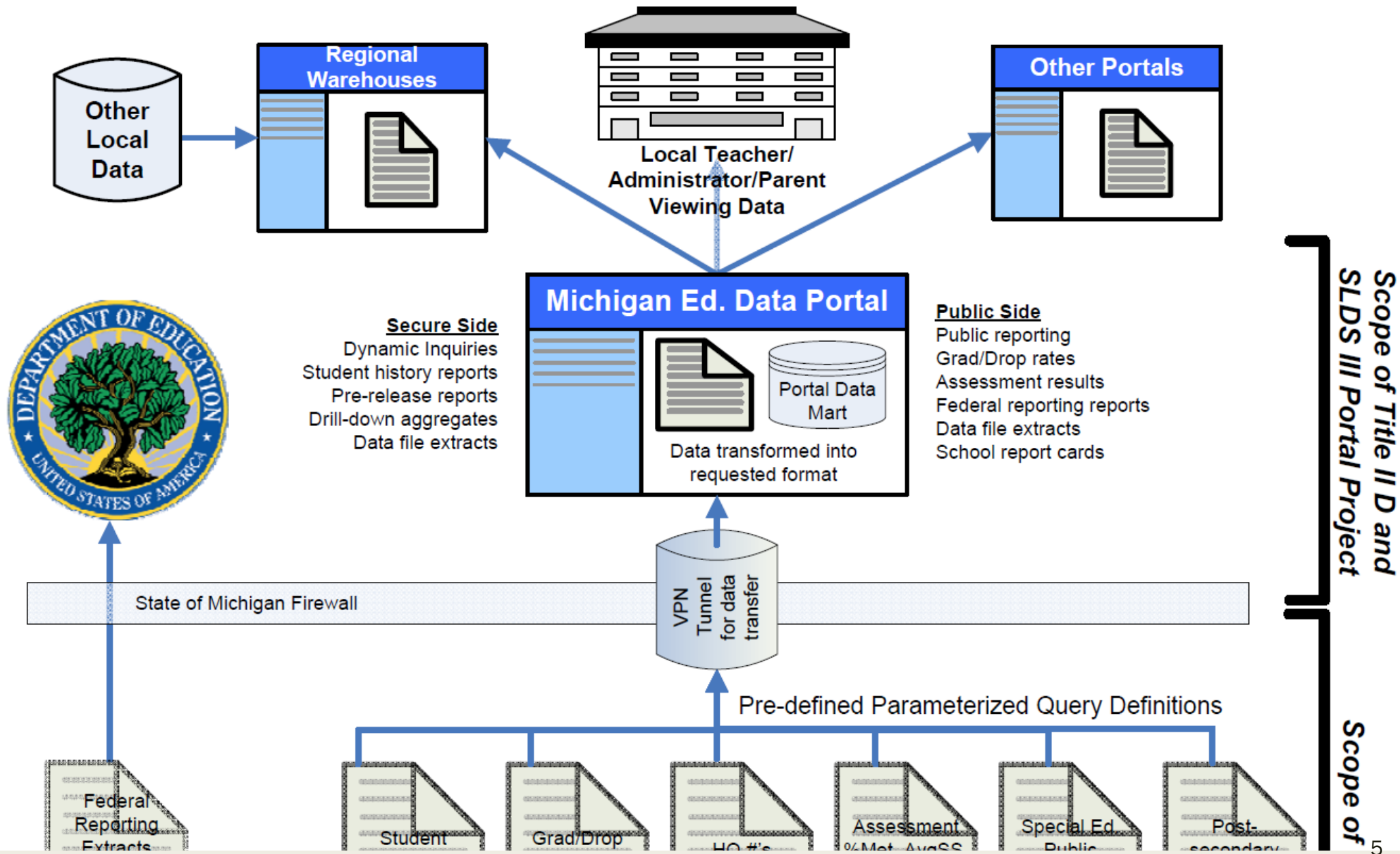
Questions?

Michigan Statewide Longitudinal Data System





Michigan Statewide Longitudinal Data System



MiSchoolData Portal

<https://www.mischooldata.org/>

- Michigan's official public portal for educational data
- Online data back as far as 2002
- Data files into early 1990's
- Constantly growing, new reports added regularly

MiSchoolData Portal

<https://www.mischooldata.org/>

(go to portal)

State/Federal Reporting

- Reporting by CEPI to other branches of Michigan government & federal government
 - *Federal: EDEN, CRCD, IDEA, Perkins*
 - *SOM: Safety report, Grad rates, legislative reports*
- CRDC: Civil Rights Data Collection
 - *federal report- Office of Civil Rights (OCR)*
 - Not requested of state educational agencies, but directly from locals to USED to locals
 - No funding to allow CEPI to provide data

State/Federal Reporting

- Every piece of information CEPI collects is REQUIRED by some state or federal report
- History:
 - *Early on, LOTS of “nice to have” collection*
 - *Caused lawsuits that continue to this day*
 - *‘Unfunded Mandates’ – Durant lawsuits*
 - *All non-required data no longer collected*
 - *CEPI staff reviews regularly*


State/Federal Reporting

www.Michigan.gov/cepi

CEPI's website

Center for Educational Performance and Information



- About CEPI
- CEPI Applications
- Calendar
- Get Data
- e-Transcript
- Nonpublic Schools
- Institutions of Higher Education
- MI School Data
- Michigan Longitudinal Data System
- Help and Support
-  MI School Data

- What is CEPI?
- Submit data to CEPI
- Find and use CEPI data

Welcome!

CEPI is proud to serve as the agency responsible for collecting, securely managing, and reporting education data in Michigan.

Whether you're a parent looking for the best fit for your child, a member of the education community seeking data to inform your practices, a policy-maker or researcher evaluating our state's education policies, or simply a Michigan citizen seeking transparent and unbiased information on how our schools and students are performing, CEPI is eager to help with your information needs.

Tom Howell, Director
Center for Educational Performance and Information
[Learn more about CEPI.](#)



Log in to CEPI Applications:

EEM

Educational Entity Master

FID

Financial Information Database

GAD

Graduation and Dropout Application

MSDS

Michigan Student Data System

NPSPR

Nonpublic School Personnel Report

SID


School Infrastructure Database

STARR

Student Transcript and Academic Record Repository

REP

Registry of Educational Personnel

- [e-Transcript](#)
- [Nonpublic Schools](#)
- [Institutions of Higher Education](#)
- [MI School Data](#)
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Quick Links

[Related Sites](#)
[MPAAA](#)
[Michigan Dept. of Education](#)

Privacy and Security

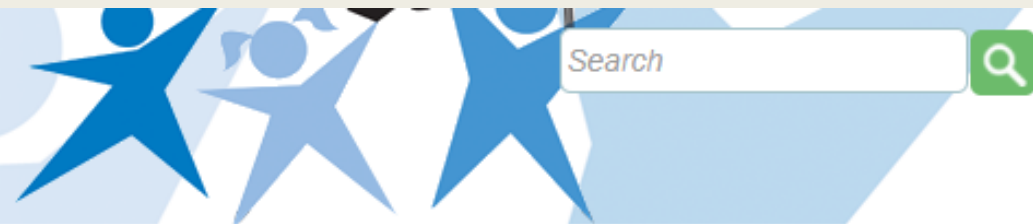
[Application Security Forms](#)
[Account Maintenance](#)

Data Use

[How Data Are Used](#)
[How CEPI Protects Data](#)
[Citing CEPI Data](#)

Stay Connected

[CEPI Announcements](#)
[MSDS, REP Discussion Groups](#)



About CEPI

CEPI Applications

CEPI
Postsecondary
Applications

Calendar

Get Data

e-Transcript

Nonpublic Schools

MI School Data







Michigan
Longitudinal Data
System



CEPI

How Your Data Are Used

The matrices below show how the data CEPI collects or will collect in the upcoming school year support federal and state reporting requirements, MI School Data reports as well as planned uses of data.

- [Michigan Student Data System Data Use Matrix](#) 
- [Registry of Educational Personnel Data Use Matrix](#) 
- [Financial Information Database Data Use Matrix](#) 
- [School Infrastructure Database Data Use Matrix](#) 
- [Student Transcript and Academic Record Repository Data Use Matrix](#) 
- [Michigan Postsecondary Data Inventory Data Use Matrix](#) 

The matrices show whether a field is required, optional, or required only if relevant. (E.g., districts only report Title I eligibility for students who are Title I eligible.)

Note: The Michigan Student Data System matrix has multiple tabs because of the large number of federal reporting requirements associated with these data. Its Data Summary tab lists (and links to) each of these functional areas/tabs. In addition, the Report Notes tab identifies other ways MSDS data support education. For example, CEPI matches information from the [Department of Health and Human Services](#) to identify children who are eligible for free meals. This direct certification process means children receive meals without having to complete an application - and schools avoid cumbersome paperwork. This school year we directly certified more than 700,000 children (90-95% percent of eligible children).

State/Federal Reporting


www.Michigan.gov/cepi

Data use Martix

State/Federal Reporting

Citing CEPI Data

- All data available in the public areas of MiSchoolData is public information
- Free to use and publish
- CEPI asks users of their data to cite them as a source

- [e-Transcript](#)
- [Nonpublic Schools](#)
- [Institutions of Higher Education](#)
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CITING CEPI DATA

How to properly cite data provided by Michigan's Center for Educational Performance and Information (CEPI) and the MI School Data website.



PLEASE CITE OUR DATA

We ask users of CEPI data to please cite us in your publication.

Data requires citations for the same reasons journal articles and other types of publications require citations: to acknowledge the original author/producer and to help others find the resource. A dataset citation includes all of the same components as any other citation, however, standards for the citation of data are not uniformly agreed upon and you should follow the style manual you use.

Since all data provided on this site has its own URL extension, all report titles are unique to the search parameters and the date in which you retrieve the data is different for everyone, a single citation for the datasets provided by [MI School Data](#) is not possible. However, we recommend you include these five components in the order and format suggested by the style manual you use:

1. Author (the creator of the dataset)
2. Title (the report name)
3. Year (the school year or fiscal year that the data represents)
4. URL
5. Date accessed (month, day and year)

EXAMPLES

Dataset

Michigan's Center for Educational Performance and Information, *Student Count for Barry ISD, Hastings Area School District, Hastings High School, All Grades and All Students (2010-11)*.

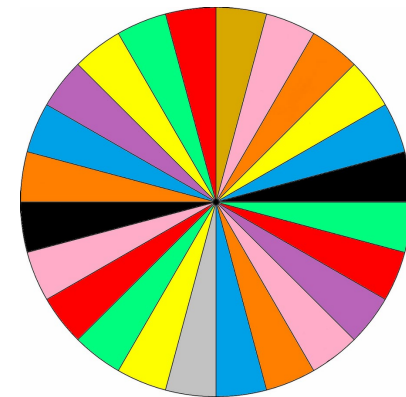
<https://www.mischooldata.org/DistrictSchoolProfiles/StudentInformation/StudentCounts/StudentCount.aspx> (accessed April 8, 2015).

Graphic Representation of Data

BREAK



When we
return, we'll
spin the
wheel for a
gift card
prize!



School Records – Poll #1

Quiz - Which of these is/are not a school record?

- A copy of the School Board meeting agenda
- An email sent to you with the approved minutes of the last School Board meeting
- The file you submitted to CEPI for your Fall General Collection
- The log of your text messages with your colleagues
- The backup tape of your SIS system's data that is stored remotely

Types of School Records

4 general types of records

- Personal Records
- Non-Records
- Transitory Records
- Official Records

Types of School Records

Personal Records

Records or documents at your workplace that are unrelated to your job

- An email from your spouse asking you to buy milk on the way home*
- Your family recipe book that you are working on over your lunch break*
- Your IM chain with your office mates deciding what to have for lunch*
- Emails coming to you as a member of your child's school's PTA*

Types of School Records

Personal Records

- *Retention:*

- There is no requirement to retain these records
- May violate your District's policies

- *Best Practice:*

- Do not violate your District's policies on non-work use of district resources, and delete all non-work information ASAP

Types of School Records

Non-Records

Documents in the possession of the district not being used to record an official function

- Copies of documents or records*
- Draft versions of documents*
- Old versions of SOME documents*
- Letters of transmittal that add no information*
- Notes or recordings that have transcribed to a permanent record*

Types of School Records

More Non-Records

- *Publications that are received from the outside as reference materials*
- *Mass mailings you receive*
- *Advertisements, SPAM, and junk mail*
- *Tracking documents or checklists that provide assistance in business processes*
- *Internal documents kept for your individual use as a reference*

Types of School Records

Non-Records

- *Retention:*

- There is no requirement to retain these records
- May keep or dispose of when they are no longer needed

- *Best Practice:*

- Maintain an effective filing/recordkeeping system that allows efficient recall of needed information, and quick disposal when no longer needed.

Types of School Records

Transitory Records

Temporary value, work related, but no lasting value

- Email from your boss saying you can sign up for a conference*
- IM from a colleague asking you to buy more pens*
- Paper memo moving the time/place of the next staff meeting*
- Email you send a colleague asking for a copy of last month's financials*

Types of School Records

Transitory Records

- *Retention:*

- Retain these records as long as the situation they refer to lasts, or they are replaced with updated documents/records
- May keep or dispose of when they are no longer needed

- *Best Practice:*

- Maintain an effective filing/recordkeeping system that allows efficient recall of needed information, and quick disposal when no longer needed.
- Make sure official documents are created to replace the temporary ones, or else they may become official.

Types of School Records

Official Records

Documents and information that is prepared, owned or used in the performance of the district's official functions

- Purchase order approving payment of your conference registration*
- Student Transcripts*
- MSDS submission files*

Official School Records

Retention Policy

*State of Michigan Records management Service
Retention and Disposal Schedule*

http://www.michigan.gov/dtmb/0,5552,7-150-9141_21738_31548-56101--,00.html

Or

*google 'Michigan records retention' – select 1st
choice*

[Regional Prosperity Initiative](#)[Careers](#)[DTMB Governance](#)[Procurement & Contracts](#)[Retirement Services](#)[Services & Facilities](#)[BOA Baseline Services](#)[Design & Construction Information](#)[Infrastructure Protection](#)[Mail & Delivery Services](#)[MiBid Internet Auction](#)[Parking](#)[Printing Services](#)[DTMB](#) / [SERVICES & FACILITIES](#) / [RECORDS MANAGEMENT](#) / [RETENTION AND DISPOSAL](#)

General Schedules for Local Government

"**General Retention Schedules**" cover records that are common to a particular type of local government agency, such as a county clerk or a school district. However, general schedules may not address every single record that a particular agency may have in its possession.

Any record that is not covered by an approved general schedule cannot be destroyed without the authorization of an approved "**agency-specific schedule**." Agency-specific schedules only address the unique records of the agency named on the schedule, and may not be used by another agency. Agency-specific schedules always override general schedules. [The instructions and form used to develop agency-specific schedules are available online.](#)

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods defined within general schedules do not specify the format that the record may exist in, because each government agency that follows this schedule may choose to retain its records using different recording media. Local government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

General Schedules for Local Government

1. [Michigan State Material Defined \(approved 12-7-2015\)](#)
2. [Public Schools \(approved 12-7-2010\)](#)
3. [Registers of Deeds \(approved 11-7-2006\)](#)
4. [County Treasurers \(superseded 9-12-2008 by **General Schedule #27**\)](#)

Records Retention and Disposal Schedule for Michigan Public Schools



Photo of a school in Montague, Michigan, 1912, courtesy of the Archives of Michigan, Lansing.

Approved December 7, 2010



Records Management Services
3400 N. Grand River Ave.
Lansing, Michigan 48909
(517) 335-9132
<http://www.michigan.gov/recordsmanagement/>

Retention and Disposal Schedule

Retention Policy

- *236 different specific types of documents across 22 different areas*
- *Minimum retention period - actual use*
 - Discard when no longer needed
- *Maximum retention – permanent*
 - You may not EVER discard
- *School schedule updated 4/11/2023*

Retention and Disposal Schedule

Retention Policy – Some highlights

- *General correspondence – 2 years after creation*
 - Paper and electronic
- *Meeting minutes/records(non-Board) – 2 years*
- *Board meeting minutes & documents – Permanent*
- *Financial records (most of them) – 7 years*
- *Personnel files – employment + 6 years*
 - Cited for unprofessional conduct – 50 years

Retention and Disposal Schedule

Retention Policy – More highlights

- *Payroll register – 50 years*
 - MSPERS retirement info
- *Pupil Accounting records (locals) – 3 years*
- *Pupil Accounting records (ISD) – 7 years*
- *CA-60 files – Graduation + 60 years*
- *Any non-special ed record IN the CA-60 - Graduation*

Item Number	Series Title	Series Description	Retention Period
1400A-	Student Files and Data - Academic Records (formerly CA-60) (supersedes item #1407, 1408, 1409)	These records document each student enrolled in classes at the school district (including adult education, cooperative education such as career and technical education, shared time pupils, and dual enrollment pupils), and follow the student from enrollment through graduation, transfer, or withdrawal. The academic records include personal information about the student that may be collected on the CA-60 form/folder, on some other form that is used by the school district, or in the student information system, transcripts, approved personal curriculums, withdrawal documents, and GED test results, as well as disclosure documents, amendment documents, and destruction documents that are applicable to the academic records.	RETAIN UNTIL: Student graduates or student's expected graduation date PLUS: 60 years THEN: Destroy

1400B-	Student Files and Data - Other Records (supersedes item #1407, 1408, 1409)	<p>These records document each student enrolled in classes at the school district (including adult education, cooperative education such as career and technical education, shared time pupils, and dual enrollment pupils). They may include, but may not be limited to, most recent enrollment records, emergency contact information, photos from each school year, early childhood education program records, school of choice applications, attendance records, report cards, academic progress reports, educational development plans (EDP), court orders (relating to divorce, custody, foster care, etc.), disciplinary records (including police reports, suspension or expulsion notices, etc.), age of majority release forms, social developmental evaluations, non-special education service notes and assessments and evaluations, language assessments, and correspondence, as well as disclosure documents, amendment documents, and destruction documents that are applicable to the non-academic records.</p>	<p>RETAIN UNTIL: Student graduates, or student's expected graduation date THEN: Destroy</p>
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Retention and Disposal Schedule

Retention Policy – best practices

- *For each area of documents – determine who is the Keeper of the official record*
- *Make sure all Keepers know what they are responsible for, and the schedule for their records*
- *Permanent records may be given to State Archives for storage*

School Records

Circling back - Which of these is/are not a school record?

- A copy of the School Board meeting agenda
- An email sent to you with the approved minutes of the last School Board meeting
- The file you submitted to CEPI for your Fall General Collection
- The log of your text messages with your colleagues
- The backup tape of your SIS system's data that is stored remotely

Sharing Records

FOIA and FERPA

- **Freedom of Information Act (FOIA)**

- *All District records not exempted may be requested*

- **Federal Educational Rights and Privacy Act (FERPA)**

- *Allows student record to be seen by appropriate individuals*

Sharing Records

Release of records under FOIA

- Anyone can request records from a public body
- Ask to inspect, copy, or receive a copy of the record
- No age restrictions (cannot refuse the request of a minor BECAUSE they are a minor)
- 5 days to respond with the record, or request for more information, or a 10-day extension to prepare for complex requests
- Not required to CREATE documents, merely share existing ones

Sharing Records

Review of records under FERPA

- Parents have the right to view their children's educational records
- Students assume that right when they turn 18
- Districts have obligation not to share records with outside parties without parental consent
- Districts must provide parents notice of their rights under FERPA

Protecting Records

FOIA and FERPA

■ Freedom of Information Act (FOIA)

- *Exempt records are not required to be shared*
- *Reasonable costs can be charged*

■ Federal Educational Rights and Privacy Act (FERPA)

- *Any record containing Personally Identifiable Information (PII) is protected*

Protecting Records

FOIA Exceptions

- Student records covered by FERPA
 - *FERPA trumps FOIA*
- Law enforcement records
- Records covered by attorney-client privilege
- Pending bids on public contracts
- Test questions and answers or scoring keys
- records relating to civil actions
- Requests by prisoners in County, state or federal correctional facilities

Getting Help

FOIA Assistance

- *Michigan Attorney General Website*
- <https://www.michigan.gov/ag/foia>

OR

- *Go to www.michigan.gov/ag*
- *Select 'FOIA / OMA' from top menu*

Getting Help

FOIA Assistance

- *Frequently Asked Questions*
- *Informational pamphlets to distribute*
- *All current legal citations*
- *Open Meetings handbook as well*

FERPA

Federal Educational Rights and Privacy Act

- Parents have the right to view their children's educational records
- Students assume that right when they turn 18
- Districts have obligation not to share records with outside parties without parental consent
- Districts must provide parents notice of their rights under FERPA

FERPA

What are educational records?

- Every record that the district holds that contains Personally Identifiable Information (PII)
 - *Exception – personal notes for personal use only*
- PII – Any information that discloses an individual's identity
 - *Even summary data that can reasonably point to an individual*

FERPA

Parents:

- FERPA defines a parent as a natural parent, a guardian, or an individual acting in the place of a parent or guardian. In the case of divorce or separation of a student's parents, both parents maintain full rights under FERPA unless some legally binding document or law revokes those rights.
- It is NOT the school's responsibility to hunt down or find those documents. Only to act on them when they are presented.

FERPA

Accessing and viewing records

- District has 45 days after a written request to make records available
- District must comply with reasonable requests for explanation of documents
- Copies do not have to be made, so long as parent can view documents

FERPA

Amending records

- Parent has the right to request that incorrect data be corrected in the record.
- School is obligated to CONSIDER the request.
- If the school decides to not change the data, they must inform the parent of their right to a hearing.
- If a hearing is held, and the decision is made to not change the data, the parent has the right to put a statement into the student's file explaining their position on the contested information.
- School has to maintain that statement and produce it whenever it discloses the contested data on the student.

FERPA

Amending records

- Under FERPA, schools are not required to consider requests to change:
 - *A grade for a student because they feel the student should have been given a better grade*
 - *Opinions*
 - *Disability placement decisions regarding the student*
 - *Discipline decisions regarding the student*

FERPA

Student rights

- When a student turns 18, their FERPA rights transfer from the parents to the student
 - *Also applies when a student enters college (fulltime) at any age*
- Parents may no longer view students records, unless:
 - *Student is listed as a dependent on parent's current tax records*
 - *Pursuant to a health emergency*
 - *Student consents*

FERPA

Sharing protected records

- District may not disclose information without parental consent, unless:
 - *Directory Information*
 - *Exempt recipient*

FERPA

Directory information

- Information that is not harmful, or intrusive to privacy
 - *Name*
 - *Address & other contact information*
 - *Date and place of birth*
 - *May NEVER include Social security number*
- District may determine what it constitutes directory information

FERPA

Directory information

- Student numbers
 - *Can be considered directory information*
 - *Can be displayed on student ID*
- UNLESS
 - *Number is used as a password, without other PIN or counter code, to gain access to student data*
 - *In that case, it cannot be on the badge, and is not eligible to be considered directory information*

FERPA

Directory information

- May be disclosed without consent if:
 - *Annually, notice is given to all parents of what records district deems to be directory*
 - *Gives parents the option to opt out of disclosure*
- If parent opts out, Directory info for that student **MUST NOT BE PROVIDED.**
 - *Most SIS have FERPA opt-out check boxes*
 - *Important that custom reports reference that status*

FERPA

Exempt recipients (within the district)

- Records may be shared with:
 - *Employees of the district with a 'legitimate educational interest'*
 - *Teachers, administrators*
 - *Attorneys, counselors, nurses*
 - *IT staff*
 - *Contractors, consultants, 3rd parties providing services*

FERPA

Exempt recipients (outside the district)

- Records may be shared with:
 - *Public health and law enforcement*
 - *Emergency responders*
 - Only for imminent or already existing emergencies. Not as preparation for future hypothetical events

FERPA

Exempt recipients (outside the district)

- Records may be shared with:
 - *Child Protective Services*
 - Permission exists once identity is confirmed
 - In-person with ID
 - Written requests on CPS forms/stationary
 - Telephone if identity confirmation method exists
 - *'Passcode of the day'*

FERPA

Exempt recipients (outside the district)

- Records may be shared with:
 - *School a student transfers to*
 - *Accrediting organizations*
 - *Local, state or federal officials with audit or program evaluation needs*
 - *Organizations the student has applied to for admission for school, or for financial aid*
 - *To comply with a subpoena or judicial order*

FERPA

Annual Notice

- Must include:
 - *Parent's rights to inspect records*
 - *Right to request corrections*
 - *Right of consent to disclosure of PII*
 - *Procedure for inspecting records*
 - *Procedure to requesting corrections*
 - *Information of reporting complaints to USED Family Policy Compliance Office*
- Frequently included in student handbook

FERPA

Training assistance

- Privacy Technical Assistance Center (PTAC)
 - *Part of US Department of Education*
- <http://ptac.ed.gov>
- Rules, current case law
- Training videos
- Will track learning, provide documentation of compliance
- Excellent source for training staff

Getting Help

■ CEPI Helpdesk

- (517) 335-0505, Option 3
- cepi@michigan.gov

■ MPAAA

- Rob@mpaaa.org
- (517) 853-1413

Finalize Credit for Attendance

New Process: The MSBO Evaluation is your record for attendance.

Please complete by November 9

- ✓ Receive an email from survey monkey for the MSBO evaluation. Your evaluation will be your record for attendance.
- ✓ Receive e-mail from MOECS-noreply@michigan.gov to fill out an evaluation for SCECHs.