

# CT Preschool through Twenty & Workforce Information Network (P20 WIN)

## DATA REQUEST DOCUMENT

This form and all attachments are to be submitted to the P20 WIN Data Governing Board for consideration and approval before the execution of each Data Request.

Information provided here is required to fulfill the mandatory provisions for written agreements according to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and to comply with Unemployment Compensation (UC) considerations under state (CGS § 31-254) and federal (20 CFR 603) law. PERSONS WHO ARE NOT STATE GOVERNMENT EMPLOYEES OR OFFICIALS MAY NOT HAVE ACCESS TO UNIT LEVEL WAGE DATA.

SECTION 1 – BASIC DATA REQUEST INFORMATION	
<b>1.a Application Submission Date:</b>	
<b>1.B TYPE OF SUBMISSION:</b> <input checked="" type="checkbox"/> Initial Application <input type="checkbox"/> Continuation* <input type="checkbox"/> Modification**	
*Initial applications are approved for a given duration. Select 'continuation' if this request is to extend that timeframe. ** If you are requesting a modification to a request that has already been approved and is underway, select 'Modification' and address only the sections of this form which are being adjusted from the prior request.	
<b>1.c P20 WIN Data Request Number:</b> <b>P20W_1703_1_0015</b>	
<b>1.d Data Request Title:</b> College Enrollment, Remediation & Credit Attainment for Public High School Graduates	
<b>1.e Agencies from which data is being requested (Check all that apply):</b>	
<input checked="" type="checkbox"/> SDE <input checked="" type="checkbox"/> CSCU <input type="checkbox"/> Department of Labor <input checked="" type="checkbox"/> Cicu-IRPS <input checked="" type="checkbox"/> UCONN	
<b>1.f Has this Data Request been discussed with program employees at the involved agencies?:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes please indicate with whom:</b>	
Agency: SDE	Name: Ajit Gopalakrishnan
Agency: ConnSCU	Name: Bill Gammell
Agency: UCONN	Name: Lloyd Blanchard
Agency: CCIC	Name: Jen Widness
<b>2.a Name (last, first)</b> Gopalakrishnan, Ajit	
<b>2.b Title</b> Chief Performance Officer	
<b>2.c Organization</b> CT State Department of Education	
<b>2.d Mailing Address</b> 450 Columbus Boulevard, Hartford, CT 06103	
<b>2.e Email Address</b> <a href="mailto:ajit.gopalakrishnan@ct.gov">ajit.gopalakrishnan@ct.gov</a>	
<b>2.f Phone Number</b> 860-713-6888	<b>Fax Number</b> (860-713-6033)
<b>2.g Provide Full name, institution, email address, and project role for ALL other persons working with data, derived data or data output for this project. Add additional space as necessary. Please print and attach a signed Confidentiality Agreement for each individual needing access to the resultant data set. (See Attachment C)</b> Charles Martie, CSDE, Bureau of Data collection, Research and Evaluation- <a href="mailto:Charles.martie@ct.gov">Charles.martie@ct.gov</a> Jan Kiehne, CSCU Institutional Research Specialist- <a href="mailto:kiehnej@ct.edu">kiehnej@ct.edu</a> Rommel Guadalupe, CSCU Institutional Research Accountability Manager- <a href="mailto:RGuadalupe@commnet.edu">RGuadalupe@commnet.edu</a> Oscar Rivera, Information Technology, <a href="mailto:ORivera@commnet.edu">ORivera@commnet.edu</a> Lauren Jorgensen, Research Analyst, <a href="mailto:Lauren.Jorgensen@uconn.edu">Lauren.Jorgensen@uconn.edu</a> Lloyd Blanchard, Associate Vice Provost for the Office of Institutional Research and Effectiveness, <a href="mailto:lloyd.blanchard@uconn.edu">lloyd.blanchard@uconn.edu</a>	

### SECTION 3 –ALIGNMENT OF PURPOSE& SCOPE

#### 3.a Provide a brief summary of the Data Request:

This request seeks postsecondary enrollment, college remedial course placement and college credit attainment information for students who were part of the graduating classes of 2009-10 through 2015-16. This information is sought to address the policy questions embedded in State Fiscal Stabilization Fund (SFSF) indicator (c)12 with respect to college course completion and answer the requirements of P-16 data systems per the America COMPETES Act. In addition, the Connecticut State Colleges and Universities (CSCU) and the University of Connecticut (UCONN) have requested to use these data to fulfill reporting requirements of the Higher Education Accountability Report (HECC) and similar requests that may be forthcoming from the Planning Commission for Higher Education.

The initial data request will include data from the graduating classes for which there is sufficient time for students to both enroll within 16 months of graduation and complete 2 years of postsecondary education. Subsequent annual data queries may include the initial years and the next available year of graduates. For example, the initial data match could include high school graduating classes of 2009-10 through 2011-12. The subsequent year would include 2009-10 through 2012-13.

#### 3.b Clearly state the purpose of this request and describe how the purpose is an audit or evaluation of federal or state supported education program(s) (See Audit or Evaluation Exception 20 U.S.C. 1232g(b)(1)(C), (b)(3), and (b)(5) and §§99.31(a)(3) and 99.35).

The purpose of this request is to evaluate the high school program and the extent to which high school graduates are successfully pursuing postsecondary education opportunities. This request is informed by the SFSF indicator (c)12 which asks whether graduates from high school who enroll in a public IHE (as defined in section 101(a) of the HEA) in the State within 16 months of receiving a regular high school diploma, the number and percentage (including numerator and denominator) who complete at least one year's worth of college credit (applicable to a degree) within two years of enrollment in the IHE. This request is also designed to answer certain required elements of a P-16 education data system, specifically, Items iii (I) & (II) under the America Competes Act. (1): information regarding the extent to which students transition successfully from secondary school to postsecondary education, including whether students enroll in remedial coursework; (II): other information determined necessary to address alignment and adequate preparation for success in postsecondary education. The extent to which high school graduates are being placed in remedial education and/or are completing a year's worth of collected credit within two years of enrollment is valuable information for inclusion in feedback reports to high schools on the success of their graduates.

#### 3.c Describe the benefit that this audit/evaluation will provide to a local or State Education Authority or Agency (34 C.F.R. 99.1) and the state of Connecticut. Note requests that only provide audit or evaluation of non-state Participating Agencies will not be approved.

This data request will inform the State Department of Education the CSCU and the University of Connecticut as to the percent of its graduates in Connecticut's state universities and community college who are placed in remedial English and/or Math and who were able to complete a year's worth of college credit within two years of enrolling in college. This evaluation is important for education leaders and program developers to begin to understand the state of college readiness in Connecticut.

#### 3.d Provide a brief description of the method for analysis.

The SDE will submit graduation data including SAT, AP and NSC results to be matched with data from the CSCU, UCONN and CCIC in order to create a dataset of K12 and post-secondary outcomes. These data elements will be used to ascertain the enrollment, alignment, and preparation of high school graduates. Descriptive statistics (counts, percentages, averages) will be used to determine education outcomes over time by HS subgroup (e.g. gender, ethnicity, free reduced lunch status, disability status, etc.), school district, public high school, institution of higher education, and by higher education sector (e.g. CSCU, UCONN, CCIC).

#### 3.e Provide a description of the documents or reports that will reference data from this Data Request. For each report indicate the audience for the report and expected indicators or measures to be included in each.

CSDE Report: An overall statewide summary report based on the analyses of matched data will be produced and disseminated for each graduating class. Expected indicators include: number/percentage enrolled in 16 months, number/percentage earning 12 credits in 24 months, number/percentage participating in remedial coursework.

Expected indicators where data are available include:

- # & % Enrolled in IHE anywhere within 16 months (480 days post HS grad.)
- # & % Enrolled in public CT IHE within 16 months (480 days post HS grad.)
- # & % Earned (24 credits) within 2 years of enrollment (730 days post entry)
- # & % Took a remedial course (Eng., Math, Both) within 1st 2 yrs. (730 days) of enrollment

Higher Education Accountability Report: Aggregate data will be incorporated in the Higher Education Coordinating Council Accountability Report. The CSCU and UCONN will receive data aggregated by their respective institutions. CSCU will receive data only about students who attended a CSCU institution and UCONN will receive data only about students who attended UCONN.

- % of high school graduates identified as 'college-ready' based on SAT scores (statewide, sector, institution): The numerator is the number of students graduating from high school in the spring and entering college in the fall who score a combined Math, Critical Reading and Writing score of 1550 (out of 2400); the denominator is all students graduating from high school in the spring and entering college in the fall who have all three SAT Scores. SAT scores taken after March 2016 will be calculated based upon rules for the new version of the SAT.

Expected indicators where data are available include:

- % remedial E (within 1st 2 years)
- % remedial M (within 1st 2 years)
- % remedial both (within 1st 2 years)

**3.f In addition to utilizing a minimum cell size as documented by the Data Governance Procedure, identify/describe the statistical methods that will be used to minimize the risk of re-identification of PII for data to be published. Some typical methods are listed below; however, this list is not comprehensive. Options should be used in combination for maximum security. See the [USED Technical Brief 3](#) as a resource.**

- **Suppression by:** cell, row, sampling (present data for a portion of students: e.g. 80%)
- **Blurring through:** aggregation of groups, rounding, use of ranges, use of top/bottom categories (e.g. 'less than 5%, greater than 95%),
- **Perturbation:** data swapping, adding noise, use of synthetic data

It is expected that suppression and blurring will be the primary approaches used to protect personally identifiable information (PII) and minimize the risk of re-identification.

## SECTION 4 – PROTECTION OF CONFIDENTIALITY

**4.a By what date will the datasets and all paper or electronic copies will be destroyed by the requestor?**

*After the Approved Requestor has received data files and the matrix of generic unique identifiers, the Approved Requestor has 12 months to complete analysis and destroy the data files. Note, that the Data Governing Board may set a shorter or longer time frame before the data files must be destroyed, and this 12 month limitation may be extended with written approval from the Data Governing Board. Requestors need to submit the Query Management Document as a 'continuation' for approval of an extension.*

This is a multi-year request for data. It is expected that the MOA will be established for a period of five years. An approximately 3.5 year timeframe (i.e., up to 16 months for enrollment and subsequently 24 months for credit attainment) is required to fully evaluate enrollment, credit attainment and remediation rates. Therefore, the CSDE will destroy unit record data for a particular graduating class within 12 months of the date of the receipt of the analytical data sets from the CSCU, UCONN, and CCIC.

**4.b With the addition of your signature at the bottom of this section, indicate that you agree to each of the following statements:**

- I will only utilize the data received through this Data Request to meet the purpose as described. The approval given to receive data through this Data Request does not confer approval to use it for another purpose.
- I will not re-disclose the data received through this Data Request approval process to any public official who has not been authorized by the Data Governing Board to receive it, and who has not also signed a Personal Statement of Confidentiality and Non-Disclosure.
- I will take the necessary and appropriate precautions to safeguard personal information and will comply with all state and federal laws concerning the safeguarding and disclosure of such information.
- I will not use the datasets to re-identify individuals.
- I agree that approval to receive data does not convey ownership of the data.
- I agree that prior to the public release of any documents or reports generated from this Data Request I will supply all reports or documents to the Data Governing Board for review and verification that the intended purpose has been adhered to.
- I agree to store all resultant data, in print or electronic form, in a locked receptacle that can be accessed by authorized persons only.
- I agree to store all resultant data on secure desktop computers and in secure files to which access is restricted to authorized persons only.
- I agree that no resultant data may be transmitted via email or placed or stored on a mobile computing or storage device. For purposes of this agreement, a definition of “mobile computing device” includes, but is not limited to, notebooks, palmtops, PDAs, iPods®, Blackberry® devices, and cell phones with internet browsing capability. A “mobile storage device” includes but is not limited to, mobile computing devices, diskettes, magnetic tapes, external/removable hard drives, flash cards (e.g., SD, Compact Flash), thumb drives (USB keys), jump drives, compact disks, digital video disks, etc.
- I agree to destroy all confidential information obtained through this agreement as soon as such information is no longer needed.
- I agree that the Data Governing Board will be allowed access to monitor all authorized users to ensure such users observe the confidentiality requirements of the information obtained under this Agreement.
- I agree to comply with all provisions of the P20 Win Data Request Management Procedure.

I Ajit Gopalakrishnan  \_\_\_\_\_, agree with each of the statements in section 4.b.

**SECTION 5—ADDITIONAL INFORMATION**

**5.a Provide any additional comments that would be useful to the Data Governing Board in considering this request.**

Executing a multi-year MOA will enable a more routinized completion of this standard annual request.

**SECTION 6 – SIGNATURE OF REQUESTOR AND DATE**

**6.a Signature of Requestor**

I understand that the entities that are providing data to P20 WIN (hereinafter Participating Agencies) have made reasonable efforts to ensure that the data available through P20 WIN are up-to-date, accurate, complete and comprehensive at the time of disclosure. These records reflect data as reported to the Participating Agencies by their data-submitting organizations for the reporting period indicated. Changes or updates to the data may occur after the time of disclosure and may impact data that have previously been made available. The Participating Agencies are not responsible for data that are misinterpreted or altered in any way. Derived conclusions and analyses generated from this data are not to be considered attributable to the Participating Agencies or the participating organization(s) from which the data originated.

I certify that the information supplied in this form, with attachments, is complete, accurate. The analysis will be conducted according to the protocol approved by the Data Governing Board, applicable federal, state and local laws regarding the protection of education records and unemployment insurance records. I will ensure that all protocol changes will be prospectively reviewed by the Data Governing Board. I will request approval from the Data Governing Board for changes to the Data Request and will not implement proposed changes until I receive Data Governing Board approval. I will promptly report to the Data Governing Board any related complaints, problems, and/or breaches of confidentiality.

**Signature**

*Ajit Gopalakrishna*

\_\_\_\_\_ Date 3/20/2017