

External Requests for Data from the Longitudinal Data System

Whereas, the longitudinal data system (LDS) is an internal tool for linking individual data records from multiple data source systems and databases;

Whereas, the LDS is not the official source system for any data maintained by the Hawaii Department of Education (HIDOE);

Whereas, it is the responsibility of the data steward to ensure the release of any data in his/her area of assignment complies with all HIDOE policies and guidelines, state and federal laws, rules, and regulations; and

Whereas, the LDS contains personally identifiable information on students, and approval to release data containing personally identifiable information requested by external entities is the authority of the Superintendent;

1. The following guidelines shall be used to process data requests from external entities seeking data from the LDS:
 - a. All data requests from external entities seeking data from the LDS shall be referred to the respective data steward(s) for review and processing.
 - b. The data steward(s) will determine the appropriate system and process for generating the requested data.
 - c. The data steward(s) will determine the approval level necessary.
 - i. External requests for student level data require Superintendent formal approval as pursuant to Board of Education Policy 2500 Educational Research and Evaluation.
 - ii. External requests for aggregate information do not require formal approval by the Superintendent; however, affected HIDOE offices/personnel as designated by the Superintendent, must be notified.
 - d. If the LDS is selected to generate the data file or report, the data steward(s) will collaborate with the LDS team to generate a file or report according to the data steward's(s') specifications from the LDS and verify the data.
 - e. Any data reports generated by the LDS team – at the request of the data steward(s) – for external release will be forwarded to the data steward(s) for release. Each data steward will be responsible for releasing any data files and reports that are within his/her area of responsibility.
 - f. In the event that the requested data requires linking data from multiple areas and, therefore, involves more than one data steward; the affected data stewards may collectively authorize the one data steward to release a single file. However, the selected data steward shall receive written clearance on the final data file from all affected data stewards prior to releasing the data to the external entity.