**Protocol for ACCESS TO CONFIDENTIAL STUDENT INFORMATION DATA**

**WITHIN THE MARYLAND IDEA SCORECARD**

School Level Personnel

Purpose and Scope OF MARYLAND IDEA SCORECARD

The Maryland State Department of Education (MSDE) and local school systems can use the Maryland IDEA Scorecard to collect and analyze data to determine progress and implement interventions that may be required to address State Performance Plan results. The Maryland IDEA Scorecard provides a longitudinal look at student data at the state, district, and school level. Data is available from school year 2002-2003 to the present.

TO REQUEST ACCESS TO MARYLAND IDEA SCORECARD

To request login and password access to the MD IDEA Scorecard for school-based users the following flow chart outlines the process. **Due to confidentiality constraints, once assigned the sharing of logins and passwords is prohibited.**

1. Principal submits a signed ***Request for Access to MD IDEA Scorecard*** to Special Education Director (see attached Form 1) listing all personnel requesting access to system and the purpose for the access.

2. Special Education Director and LSS Superintendent (or designee) sign and submits ***Request for Access to MD IDEA Scorecard*** to Karla Marty (MSDE).

3. Karla Marty submits ***Request for Access to MD IDEA Scorecard*** to MSDE for approval and upon approval submits to the Center for Technology in Education (CTE) to issue usernames and passwords to individuals listed.

4. CTE maintains log of active users and will deactivate usernames and reactivate user accounts by July 1. Annual update reminders for user renewal will be issued by March 31. Requests for renewal of active users’ accounts need to be submitted to Karla Marty annually by July 1(see attached Form 1).

Return ***Request for Access to MD IDEA Scorecard*** to:

Karla Marty

Division of Special Education/Early Intervention Services

Maryland State Department of Education

200 West Baltimore Street

Baltimore, Maryland  21201-2595

Fax:       410-333-1571

Email:  Karla Marty kmarty@msde.state.md.us

REQUEST FOR ACCESS TO THE MD IDEA SCORECARD –SCHOOL LEVEL (Form 1)

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| FERPA RequirementThe Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of student education records. FERPA is a federal law that applies to all entities that receive funds under an applicable program of the U.S. Department of Education. To assure compliance with FERPA, this document must be completed and on file at MSDE to certify authorization of access to the Maryland IDEA Scorecard. In accordance with FERPA regulations, the Agreement must be updated annually.Your signature verifies compliance with FERPA regulations. Upon receipt of this Agreement, MSDE has authorized the Johns Hopkins University Center for Technology in Education to assign login accounts to the Maryland IDEA Scorecard for those listed on the ***Request for Access to MD IDEA Scorecard***. |
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| **LSS** |  |
| **Principal** |  |
| **School** |  |

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| **Participants** **(list all personnel who will access student records)** | **Name** | **Title** | **Email address** | **Signature** |
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| **Details** | Start Date: |  |
| End Date: |  |
| Purpose of Access: (brief description) |

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| --- | --- | --- | --- |
| **Approval Signatures** |  | **Signature** | **Date** |
| Principal |  |  |
| Special Education Director  |  |  |
| LSS Superintendent (or designee) |  |  |
| Other (if needed): -------------------------------------------- |  |  |

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| **For MSDE/****CTE Use** | **Date received by MSDE** |  |
| **Date received by CTE** |  |
| **Date passwords assigned (email notification)** |  |