Arkansas Ed-Fi Dashboards
Memorandum of Understanding

I. Purpose

This agreement is between the Arkansas Department of Education ("ADE"), _____School District ("School District"), and _____ Educational Cooperative ("Educational Cooperative") and is an outline of a process by which the identified organizations may collaborate and share information for the time period covered by this Memorandum of Understanding. The dashboards have been developed to help facilitate data-driven decision making at all levels within the education system and to serve as an early warning system to identify potential problems before they impact student achievement. The dashboards may use student demographic, enrollment, course, registration, grade, discipline, attendance, state and local assessments, and other related data for the purpose of developing software that will lead to the improvement of educational and training programs and policies under the ADE's oversight and authority.

II. Background

The ADE partnered with the Michael & Susan Dell Foundation (MSDF) to implement the Ed-Fi Student Dashboards in Arkansas for use by Arkansas public schools. The project began in August 2012. In October 2012, the ADE hosted stakeholder engagement sessions at three educational cooperatives in the State. Over 200 educators reviewed preliminary Ed-Fi Student Dashboards at the student, classroom and district levels and provided feedback with regard to the usefulness of the dashboards, as well as possible additions or deletions. School district representatives indicated preference to join the Arkansas Ed-Fi Advisory Committee and based off the districts represented, four districts were selected by the ADE to participate in a pilot of the Arkansas Ed-Fi Dashboards in Spring 2013. Production roll-out and corresponding training of Arkansas Ed-Fi Dashboards will commence in Fall 2013 and continue throughout the 2013-14 School Year.

This memorandum of understanding sets forth the responsibilities and expectations between the ADE, School District and Educational Cooperative for the usage and implementation of the Arkansas Ed-Fi Student Dashboards.

III. Acknowledgement of School District Roles & Responsibilities

Participation in the Arkansas Ed-Fi Dashboards is an optional opportunity for the School District utilize data-driven decision making, and it requires the partnering organizations to work together to ensure the successful implementation of dashboards at all levels within the School District. The School District will be expected to ensure accurate, timely information is entered into eSchoolPlus student management system to power the dashboards, attend training sessions at their local cooperatives, and provide teacher and administrator training for their School District. The School District shall have one employee of their district assigned the Ed-Fi System Administrator role, who will be responsible for technical support and escalation of potential issues. An individual from the School District shall serve on the Arkansas Advisory Council to stay informed with news and dashboard updates.

IV. School District Expectations

a. Use of Arkansas Ed-Fi Dashboards

School districts utilizing the Arkansas Ed-Fi Dashboards are expected to encourage and support educators using the dashboards for instructional use and data-driven decision making in the classroom. Districts must ensure adequate data is being reported through the eSchoolPlus student management system in order to effectively power the dashboards. The dashboards are not intended to be used for accountability purposes.

The intent of the Arkansas Ed-Fi Dashboards is to use existing data entered into the eSchoolPlus student management system. However, there are some areas of the dashboards which can be powered if districts enter additional data, such as classroom attendance and course grades by marking period. Although these fields are optional, the ADE encourages all districts to make this data available for educators.

b. Local Assessments

In compliance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g; 34 CFR Part 99.31, the School District hereby grants permissions for its local assessment provider(s) to provide the ADE direct access to student test scores and student, school and district-level information including personally identifiable information in educational records. This grant is made pursuant to the exception 34 CFR § 99.31 until the earlier of: i) termination of the Arkansas Ed-Fi Dashboards; or ii) until this agreement is terminated or modified by either party. The ADE shall use the local assessment data for powering the Arkansas Ed-Fi Dashboards and for no other purpose. The data shall be considered "unofficial" and not used for official reporting or accreditation purposes. The School District understands providing local assessment data is optional and may opt-out by contacting its local assessment vendors. The School District grants permission for their local assessment provider (e.g. Northwest Evaluation Association, Public Consulting Group, The Learning Institute, etc.) to provide said data directly to the ADE. Any redisclosure of student data by the ADE must be in compliance with 34 CFR 99.33, and the ADE shall keep a record of the parties to whom the data is disclosed and the legitimate educational interest of the party. Student data shall be kept in a secure electronic format until no longer needed for purposes of the Arkansas Ed-Fi Dashboards or for a period not to exceed five years after the termination of the program, whichever occurs first, at which time the ADE shall permanently erase personally identifiable student information from the Arkansas Ed-Fi Dashboards. In compliance with 34 CFR 99.32 record keeping requirements, the local assessment data will be disclosed to the ADE for the legitimate educational interest of improving student achievement.

c. Ed-Fi System Administrator

The School District shall assign at least one person the role of Ed-Fi System Administrator. The Ed-Fi System Administrator shall be responsible for the following areas of implementation:

1. Assign district employees to proper security roles/memberships.
2. Serve as the Ed-Fi point of contact for district employees.
3. Escalate dashboard issues that cannot be addressed at the district level to the ADE.
4. Ensure student photos are uploaded into the dashboards for the district.
5. Collaborate with district administrators to set district and building level goals for the dashboards.

d. Data Steward(s)

The district is expected to record accurate, timely information in the eSchoolPlus student management system to ensure educators have access to relevant information to guide instruction. The eSchoolPlus Administrator(s) for the district shall be responsible for the following:

1. Provide timely, accurate information into eSchoolPlus including;
    a. Student Demographics
    b. Grades
    c. Attendance
    d. Discipline (State and Local)
2. Address and correct errors within the data reported from end-users

e. Training/Mentoring/Coaching

The School District will make reasonable accommodations to allow educators to attend training on the Arkansas Ed-Fi Dashboards either at the district or at their local educational cooperative. Additionally, the district will designate at least one person who will attend a "Train-the-Trainer" session and one person who will attend the "Administrator" training at their local educational cooperative to help build capacity and to help further support the implementation of the dashboards.

V. Educational Cooperative Expectations

The Educational Cooperative will provide support, training and other services to facilitate implementation of the Arkansas Ed-Fi Dashboard:

a. Support Escalation

1. Identify a point of contact at the cooperative to serve as an escalation point for school districts.
2. Escalate issues that unable to be resolved at the district or cooperative levels to ADE Ed-Fi support.

b. Training/Mentoring/Coaching

1. Serve on the Arkansas Ed-Fi Dashboard Advisory Council.
2. Host ongoing professional development at the educational cooperative.

VI. Arkansas Department of Education Expectations

a. System

1. The system code will be maintained by ADE and appropriate administrative, physical and technical safeguards will be implemented to prevent unauthorized use or disclosure as required.
2. ADE will provide necessary computer server hardware and software to operate the dashboard system.

a. Support Escalation

1. ADE will provide a designated point of contact for troubleshooting problems that cannot be resolved at the district or cooperative levels. ADE will serve as the point of contact for escalating problems from the state-level to the dashboard vendor and implementation subcontractors.

b. Training/Mentoring/Coaching

The ADE will provide professional development and support for the dashboards.

1. Online training materials and resources that may be distributed and customized by school districts or educational cooperatives.
2. Provide training at local cooperatives on the dashboards for all levels of educators
3. Provide phone and/or email support to district and educational cooperatives.

VII. Process

The proposal and acceptance must be by an appropriate authorized representative of each organization. The authorized representatives of each organization include: Arkansas Department of Education (Assistant Commissioner-Research & Technology), School District (Superintendent) and Educational Cooperative (Director).

VIII. Security and Privacy Protection Requirements

All sharing of data shall be in full and complete compliance with the Privacy Act of 1974, the Family Educational Rights Privacy Act (FERPA), all applicable amendments thereof, and any guidance letters and/or regulations of the United States Department of Education. Any and all sharing of data shall be performed in a secure manner.

IX. Non-Disclosure

All personally identifiable data obtained through this Memorandum of Understanding shall be considered confidential and must be safeguarded from unauthorized access, use, disclosure, or dissemination. Its access and use shall be restricted to those authorized individuals who need the data to perform their official duties in connection with this Memorandum of Understanding.

Such data shall not be disclosed or disseminated to a third party except as provided by Federal or State law.

X. Terms of Agreement, Amendments, Fees, and Termination

The terms and provisions herein shall become effective when signed by authorized representatives of each organization and apply for the duration of time specified herein. Any amendments to this Memorandum of Understanding shall be agreed to, in writing, by all parties and attached hereto. There shall be no cost or fees charged to or paid by any organization or individual participating in this Memorandum of Understanding unless agreed to in writing by an authorized representative of each organization. Any organization may terminate its participation in this agreement upon the submission of written notice to the other organization.

XI. Effective Date and Duration of Agreement

This agreement will be effective upon the signature of the appropriate representatives of all parties to the agreement and will remain in effect until terminated by either party.

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XII. Execution

Arkansas Department of Education:

Printed Name: Jim Boardman

Title: ADE Assistant Commissioner-Research & Technology

Signature: Jim Boardman

Date: July 3, 2013

School District:

Printed Name: _____

Title: School District Superintendent

Signature: _____

Date: _____

Educational Cooperative:

Printed Name: _____

Title: Educational Cooperative Director

Signature: _____

Date: _____

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Appendix I. Points of Contact

School District Superintendent:

Name: _____

Email: _____

Phone: _____

Primary District Ed-Fi System Administrator:

Name: _____

Email: _____

Phone: _____

Primary District Data Steward:

Name: _____

Email: _____

Phone: _____

Primary District Ed-Fi Trainer (If different from Ed-Fi Steward):

Name: _____

Email: _____

Phone: _____