

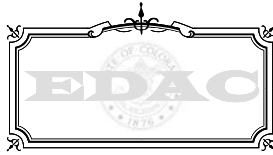


- Section 2 EDAC reviews of requests for information required by statute will be given the highest priority. Data collections which are not required by statute must have statutory basis such as fulfilling the requirements of a grant administered by the department.
- Section 3 Information collected must be of value to local school districts and related agencies, as well as to the Colorado Department of Education.
- Section 4 Costs of collecting, analyzing, and reporting information should be minimal in relation to the benefits to be derived.
- Section 5 The requestor should be able to attach a high level of accuracy and confidence to the information to be obtained through the request.

ARTICLE VIII

EDAC Criteria for Department Preparation for EDAC Review

- Section 1 It is the responsibility of data requestors to review the EDAC meeting schedule for the year and determine when each of their annual requests for reviews of proposed data collection should be submitted.
- Section 2 Data requestors shall work with the EDAC secretary to schedule each data collection for review on an annual basis at a regularly scheduled EDAC meeting. Data requestors shall ensure that review materials are electronically available to the EDAC secretary at least seven (7) days prior to the meeting.
- Section 3 Department data requestors must adhere to the advance notice and website update requirements of 22-2-306 C.R.S. when scheduling EDAC reviews.
- Section 4 There are two different EDAC Review forms. The data requestor must complete the appropriate form depending on the type of review.
- **REVIEW OF PROPOSED DATA COLLECTION.** This form must be completed by the requestor for any collection which has not been previously reviewed or to which programmatic or substantial changes are being made since its last review.
 - **UPDATE APPROVAL.** This form must be completed by the requestor for any collection which has previously been reviewed and only has date and other extremely minor changes since its last annual review.
- Section 5 Each request for the collection of information must include
- a copy of the entire updated proposed collection instrument, not just the sections with changes



- accompanying instructions, and
- the appropriate EDAC Review Form.

Section 6 For a first-time review, EDAC focuses on

- **Justification-** Specify the citation and language of the legislation, rule, regulation or other guideline requiring the collection,
- **Fiscal impact-** Determine the anticipated fiscal impact on school districts or other responders statewide,
- **Privacy protections-** Explain how data is protected, especially personally identifiable information (PII), and
- **Redundant information-** Describe efforts to prove whether or not the data requested are already being collected.

Section 7 For a repeat review, whether an update approval or a full review, EDAC focuses on

- **Alterations-** Clearly indicate where changes to the collection have been made,
- **Program success and communication-** Describe accomplishments and challenges and how these have been communicated publically and been utilized to improve the program,
- **Justification-** if not previously addressed. Specify the citation and language of the legislation, rule, regulation or other guideline requiring the collection,
- **Fiscal impact-** if not previously addressed. Determine the anticipated fiscal impact on school districts or other responders statewide, and
- **Privacy protections-** if not previously addressed. Explain how data is protected, especially personally identifiable information (PII).

Section 8 Unless required by legislation, data collections that will significantly impact school district data systems must be submitted to EDAC one year prior to implementation of the collection. Significant impact includes modification of existing department or district/BOCES automated data systems or inclusion of information not currently maintained in existing student, staff or financial data systems.

ARTICLE IX

Emergency Conference Call or Electronic Mail Reviews

Section 1 Emergency conference calls or electronic mail reviews are reviews that are conducted because a change in state statute or some unforeseen



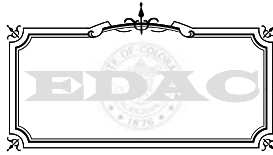
circumstance occurs which prevents the collection from being presented at a regularly scheduled EDAC meeting. A lack of preparedness by department or other state agency staff members does not constitute an emergency for EDAC. Emergency and non-emergency reviews will be conducted at the discretion of the chair.

- Section 2 EDAC acknowledges that in rare circumstances department data requestors may need to submit reviews of proposed data collections or update approvals during periods for which no regular meetings are scheduled.
- Section 3 Emergency requests for information should be submitted far enough in advance of the proposed issue date, but no less than seven (7) days, to allow for review, form revision, and making a decision regarding the request.
- Section 4 EDAC quorum stipulations shall be in effect for emergency reviews. All members accessing an electronic mail review are encouraged to react to comments of other members with a positive or negative response in order for EDAC to obtain a quorum.
- Section 5 An EDAC stamp may not be generated until a quorum has voted on an emergency review.
- Section 6 Once an emergency review is conducted, the following year a full review will be required.

ARTICLE X

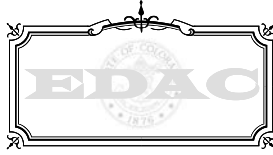
Amendments

- Section 1 Amendments to bylaws must be submitted in writing to EDAC membership at least seven (7) days prior to the scheduled regular meeting.
- Section 2 These bylaws may be amended by majority vote of the members.



EDAC BYLAW HISTORY

- 2/8/2008 Bylaws initially adopted.
- 2/4/2011 Bylaws were updated and approved to appropriately reference the chair and Data Services; to add other state agencies, human resources and data compliance; to remove automated data exchange submission terminology and references to previous legislation; to make submission deadlines consistent; to update the legislation in Appendix A; and other small changes.
- 12/13/2013 Bylaws were updated and approved to reflect that permanent CDE members are non-voting; a quorum consists of three (3) voluntary members; the chair refers non-quorum votes and items not in the best interest of all parties to CDE's executive team for resolution; the Commissioner appoints department members; and other small edits were made.
- 02/02/18 Bylaws were updated and approved to more clearly define a data reporting requirement or collection; added school food authorities to the definition of an EDAC local education agency; provided additional examples of what EDAC does and doesn't review; removed the adult education and facilities exemptions; expanded the focuses of an initial and repeat review; updated Appendix A: EDAC's legislative authorization; and other small edits were made.
- 01/11/2019 Bylaws were updated and approved to exempt infrequent school designation applications without additional data collection attached and other small edits were made.



APPENDIX A

Colorado Revised Statutes Reference:

[22-2-304. Education data advisory committee - creation - duties - repeal.](#)

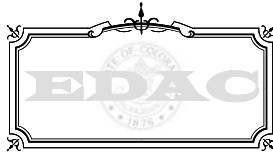
(1) The state board shall designate at least five volunteer school districts and two volunteer boards of cooperative services and a volunteer charter school, that are representative of the state as to pupil size and population, to send representatives to form a voluntary committee, to be known as the education data advisory committee. The EDAC shall work with the department to review school district data reporting requirements and make recommendations as provided in this section.

(2) The EDAC shall:

(a) Review the statutory and regulatory data reporting requirements applicable to school districts and public schools and determine whether the benefits derived from the reports are outweighed by the increased administrative costs incurred by the school districts and public schools in preparing and submitting the reports;

(b) Identify those statutory and regulatory data reporting requirements that are duplicative or obsolete and may be combined, eliminated, or otherwise streamlined;

(c) Review each data reporting request made to school districts and public schools and notify school districts and public schools that the request is mandatory because it is required by statute or rule, is required to acquire a benefit because a statute or rule requires a school district or public school that chooses to seek or receive a specified governmental benefit to report the data, or is voluntary because it is not specifically required by a statute or rule;



(d) Review all proposed statutory and regulatory data reporting requirements, whether proposed in state or federal legislation or in rules, and, to the extent practicable prior to final adoption, inform the general assembly or the enacting state or federal agency of the estimated cost to the school districts and public schools of complying with the proposed statutory and regulatory data reporting requirements and make recommendations to the general assembly or to the enacting state or federal agency concerning whether the proposed requirements are already included in existing law or regulation and whether the proposed requirements are necessary and appropriate;

(e) Advise the department on the impact of data practices and technology on school districts and public schools;

(f) Periodically review the rules for implementing the federal "Family Educational Rights and Privacy Act of 1974", 20 U.S.C. sec. 1232g, and recommend to the state board an interpretation of said act that will facilitate the exchange and sharing of student information to the greatest extent possible in compliance with the federal regulations for implementing said act; and

(g) Review the processes and timing for collecting student demographic data and make recommendations to the state board for efficiently updating the data as necessary.

(3) (a) The EDAC shall annually, or more often if necessary, make recommendations to the state board and to the appropriate legislative committees of reference based on the subject matter of the recommendation for the repeal or amendment of statutory and regulatory data reporting requirements that the EDAC has identified as duplicative, obsolete, or inefficient.

(b) Repealed.



(4) The EDAC shall identify those reporting requirements that may be consolidated into a single report or a single submission for purposes of streamlining data submission for school districts and public schools.

(5) As used in this section, "statutory and regulatory data reporting requirements" includes all data reporting requirements that apply to school districts and public schools and that are imposed by federal or state statute or by rule of a federal or state agency, including but not limited to the data reporting requirements imposed by the department of human services, the department of public health and environment, and the department of health care policy and financing.

(6) (a) This section is repealed, effective July 1, 2022.

(b) Prior to such repeal, the EDAC shall be reviewed as provided in section [2-3-1203](#), C.R.S.