

### Process for Parent/Legal Guardian Requests for Student-Level Information Collected by CDE

The Colorado Department of Education (CDE) has an obligation to maintain secure data systems and protect the privacy of student data. This is a responsibility taken very seriously.

CDE does not receive any student-level information beyond what is provided and available from local school districts. The only mandated student-level information that CDE collects is a subset of student information from school districts that is authorized by law.

This includes information for district/school accountability, program enrollment and financial allocations. With the exception of individual student growth percentiles (which are state-calculated and provided to districts), CDE maintains no student-level information beyond what is submitted by districts.

#### Obtaining Student-Level Information

When parents request student-level information from a school district or CDE, the first step is to verify the parent/legal-guardian relationship in order to protect the privacy of student data. However, CDE is not statutorily authorized to collect parent names and/or other parent information associated with students and, therefore, is unable to verify a parent/legal-guardian relationship with students.

**School districts are the official, comprehensive source of student information. School districts maintain a complete set of student information along with verified parental/legal-guardian information. This allows districts to confirm that requests for student information are provided to the correct parent/legal-guardian. If a parent/legal guardian requests student-level information collected by CDE:**

- CDE will refer parents to their local school district for access to student records.
- If, after reviewing the information collected at the district level, a parent/legal guardian wishes to view the subset of mirrored student information held at the state level, they will be advised to request the information through their local school district.
- Districts can request the information from CDE and it will be provided through a secure data transfer protocol to the districts.
- It will then be relayed to parents by the district after verification of the parent/legal guardian relationship.

#### Data Received by CDE

- CDE does not receive any student level information beyond what is provided and available from local school districts.
- CDE only collects a subset of student information from school districts that is authorized by law, this includes information for:
  - District/School accountability
  - Program enrollment
  - Financial allocations
- CDE is not statutorily authorized to collect parent names and/or other parent information associated with students.
- School districts are the official comprehensive source of student information.

#### Where can I learn more?

- For all CDE policies and documents on data privacy and security, visit <http://www.cde.state.co.us/dataprivacyandsecurity>
- To view all CDE fact sheets, visit: [www.cde.state.co.us/Communications/factsheetsandfaqs](http://www.cde.state.co.us/Communications/factsheetsandfaqs)