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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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## Office of Superintendent of Public Instruction Open Data Plan

**September 30, 2016**

The Office of Superintendent of Public Instruction (OSPI) collects, creates and maintains large amounts of data and information in order to provide educational services across the state and to comply with state and federal requirements.

This Open Data Plan is adopted by the Office of Superintendent of Public Instruction (OSPI) pursuant to the [Open Data Policy](#) established by the Office of the Chief Information Officer (OCIO), and is intended to satisfy the requirements of applicable statutes, including RCW [43.105.351](#).

The OSPI Open Data Plan commits to the development, implementation and maintenance of the Plan, which incorporates several open data principles.

While OSPI supports the state's open data policy, it is important to note that OSPI must comply with applicable state and federal laws, rules, regulations and policies related to maintaining and handling confidential data and information, including but not limited to the:

- Family Educational Rights and Privacy Act (FERPA) and state statute and rules covering the proper and secure maintenance of education records: 34 C.F.R. §99; RCW 28A.605.030; WAC 392-500
- Social Security Number Protection Act Pub.L. 111-318
- Proper and secure maintenance of testing material, RCW 28A.635.040; WAC 181-87-060
- Washington assessment of student learning statute — Reporting suppression requirements, RCW 28A.655.090(7)
- Public Records Act RCW 42.56
- OSPI Data and Information Handling and Disposal Policy

Consistent with the OSPI Mission to provide funding, resources, tools, [data](#), and technical assistance that enable educators to ensure students succeed in our public schools, are prepared to access post-secondary training and education, and are equipped to thrive in their careers and lives, the following outlines how OSPI will routinely work to make open data publicly available.

### 1) OSPI incorporates evaluations for public access when acquiring, redesigning or rebuilding information systems

- a. OSPI Decision packages submitted for review by the OCIO will include open data as a component of the system design when appropriate.
- b. The Federal Every Student Succeeds Act (ESSA) requires states to update their state's report card site, which is a public reporting portal of school and student performance data in aggregated form.
  - Action Step: By September 30, 2016 OSPI submits a decision package for consideration during the 2017 session that includes a request for funding to update the report card site to support ESSA.

**2) OSPI coordinates technology planning across agency boundaries to facilitate electronic access to state data**

- a. OSPI has developed policies and procedures describing specific staff roles and responsibilities for the management of data, including open data, within the OSPI Data Governance Policy and Procedures Manual.
- b. The Director for OSPI Data Governance together with the OSPI Data Leadership team are responsible for overseeing and reporting OSPI's open data efforts.
- c. The Director for OSPI Data Governance also participates on the Education Research and Data Center (ERDC) Data Governance Team that develops P-20W analyses to improve school and student performance.
  - Action Step: Within the next 12 months, the newly created Analytics Standards User Group and Analytics Advisory Team will be incorporated into the Data Governance Policy and Procedures manual describing their role in making reports publicly available in a consistent manner.

**3) OSPI has processes to determine which information the public most wants and needs**

- a. Through our Data Governance process, OSPI staff will engage strategic partners for suggestions on datasets to prioritize.
- b. The Data Governance Group maintains a Policy and Procedure Manual that outlines the data governance system for establishing data management priorities and data quality practices.
- c. Following the passage of the Every Student Succeed Act (ESSA), OSPI has been gathering stakeholder input in a variety of forums. A central mechanism for input regarding data is the workgroup which has made recommendations regarding the Report Card website. Along with the input from workgroup members, which represents administrators, teachers, parents, and others, there is a recommendation that parental and public input be part of the ongoing process to develop a improve the Report Card data display.
- d. The OSPI Privacy and Records Manager maintains a list of the OSPI Frequently Requested Records and Information.
- e. OSPI can track website traffic to OSPI's data and reports. Analysis of this information will be used to inform decisions about what to post and how to be organize the information for easiest access to the public.
- f. Since early 2016, the State Superintendent has published his research-based performance indicators. Agency and Division goals are reviewed by the Superintendent three times per year to ensure our work leads directly to student success.
  - Action Step: OSPI prepares interactive worksheets, charts, and animations at state and district levels to support data-informed decision making. By June 30, 2017 and using stakeholder/public input, OSPI will evaluate and prioritize the next set of performance indicators to be made public and update those that were released in 2016.

**4) OSPI uses methods to readily withhold or mask non-disclosable data**

- a. For the first time in 2016, OSPI incorporated data privacy training during its required annual IT Security Awareness training. OSPI IT Security staff and the OSPI Privacy and Public Records Officer conducted this training and it was made available for all staff.

b. By current RCW 28A.655.090(7), the minimum N-size for public reporting is 10.

- Action Step: For state accountability purposes, the current minimum N-size is 20, but that is only tentative at this time and is pending approval by the OSPI ESSA Accountability workgroup. By June 30, 2017, the minimum N-size for accountability will be adopted by OSPI.

#### 5) OSPI uses mechanisms for posting open data

- a. OSPI posts school, district, and statewide data on the OSPI Washington Report Card website. It includes data on student enrollment, student assessment, and teacher information from the 1996-1997 school year through the current year.
- b. In 2016, OSPI created the Data Gateway on the OSPI website. This consolidated all the publicly available data and reports. OSPI will continue to use this location to post datasets and reports.

#### 6) References:

About OSPI (Vision / Mission)

<http://www.k12.wa.us/AboutUs/default.aspx>

OSPI Data Governance Program

<http://www.k12.wa.us/K12DataGovernance/>

OSPI Data Gateway:

<http://www.k12.wa.us/DataAdmin/DataGateway.aspx>

OSPI Public Records

<http://www.k12.wa.us/publicrecordsrequest/FrequentlyRequestedRecords.aspx>