POLICY BRIEF: Summary of Requirements for Documenting Participant Demographic and Outcome Data in EZReports

Because of legal restrictions on the sharing of NYSED's individual student records, considerable confusion has arisen about expectations for programs' documentation of personally identifiable information (PII) for NYS 21st CCLC participant records. This Brief provides a quick overview of those expectations that have been communicated in other documents, which are referenced here. *Program staff must review those documents as well, as they provide important explanatory details and guidelines.*

This Brief summarizes requirements circulated in NYSED's June 2023 letter regarding the maintenance of student data. It also aligns with expectations around program and district **Data Sharing Requirements** explained in NYSED's letter of November 2022, and is consistent with the expectations for programs to ensure quality control of essential data, as discussed in the December 2022 EZReports Data Verification Guidelines prepared by the State Evaluator.

IMPORTANT: This summary only addresses the maintenance of student demographic and outcome data; there are other types of data that programs are also required to maintain in EZReports (such as program, school and district staffing, activities attendance, *etc.*), as referenced in the guidelines within EZReports.

CONTEXT: In the fall following each program year, NYSED will upload official State PII for participating students in EZReports. These records are used to complete APRs, and for some analyses for the Statewide evaluation. *The NYSED data will overwrite existing records, but it will not be accessible to sub-grantees or local evaluators.* Student data falls into two primary categories:

- **Records that all programs are required to maintain** throughout the program year. These are required to enable NYSED to identify program participants in the State database, or because they are not available in the State database.

- **Records that programs are required to maintain during the program year only if they need them for programmatic purposes** (*e.g.* program administration, assessing local objectives). *Programs must maintain these records throughout the year whether or not they will be overwritten by the State upload. They must be housed or backed up external to EZReports prior to the upload each fall.*

Required records:

- Student Name
- OSIS ID (NYC programs) or NYSSIS ID (all other programs)
- DOB
- Grade Level
- Regular School name
- Regular school BEDS code
- Year-end grades, converted to GPA, current and baseline years—students in grades 7, 8, & 10-12
- Classroom engagement (through spring teacher surveys)—students in grades 1-5

Required if needed by the program:

Any other records in addition to the above, including those obtained on the enrollment form; these may include but are not limited to: Regular school teacher, medical conditions, Ethnicity, Race, ELL/Bilingual, Free/reduced lunch, Gifted & Talented, Education Program/Special need, Primary Language, Disability, *etc.*; as well as prior year outcome data such as test results, school day attendance and suspensions.

[updated August 22, 2023]