



2000 - Operations

480 - Student Data Collection Notice

1. Necessary Student Data

Necessary student data means data required by state statute or federal law to conduct the regular activities of the school and includes

- 1.1. Student Name, Date of birth, and Sex
- 1.2. Parent/guardian and student contact information and custodial parent/guardian information
- 1.3. A student identification number (including the student's school ID number and the state-assigned student identifier, or SSID)
- 1.4. Local, state, and national assessment results or an exception from taking a local, state, or national assessment
- 1.5. Courses taken and completed, credits earned, and other transcript information
- 1.6. Course grades and grade point average
- 1.7. Grade level and expected graduation date or graduation cohort
- 1.8. Degree, diploma, credential attainment, and other school information
- 1.9. Attendance and mobility
- 1.10. Drop-out data
- 1.11. Immunization record or an exception from an immunization record
- 1.12. Race, ethnicity, or tribal affiliation
- 1.13. Remediation efforts
- 1.14. An exception from a vision screening required under Section 53G-9-404 or information collected from a vision screening described in Utah Code Section 53G-9-404
- 1.15. Information related to the Utah Registry of Autism and Developmental Disabilities (URADD), described in Utah Code Section 26-7-4
- 1.16. Student injury information
- 1.17. A disciplinary record created and maintained as described in Utah Code Section 53E-9-306
- 1.18. Juvenile delinquency records
- 1.19. English language learner status
- 1.20. Child find and special education evaluation data related to initiation of an IEP

2. Optional Student Data

Providence Hall Charter School (PHCS) may only collect optional student data with written consent from a parent/guardian or student (if of legal age) and may include

- 2.1. Information related to an IEP or needed to provide special needs services
- 2.2. Biometric information used to identify the student
- 2.3. Information required for a student to participate in an optional federal or state program (e.g., information related to applying for free or reduced lunch)
- 2.4. Certain sensitive information on students collected via a psychological or psychiatric examination, test, or treatment, or any survey, analysis, or evaluation will only be collected with the written consent of the parent/guardian or student (if of legal age).
 - 2.4.1. A separate consent form will be received in these cases.
 - 2.4.2. See the PPRA & UT FERPA Policy for more information.

3. Prohibited Collection

PHCS will not collect a student's social security number or criminal record, except as required by Utah Code Section 78A-6-112(3).



4. Data Sharing

- 4.1. PHCS will only share student data in accordance with the Family Educational Rights and Privacy Act (FERPA), which generally requires written consent from a parent/guardian or student (if of legal age) before sharing student data.
- 4.2. FERPA includes several exceptions to this rule, where we may share student data without consent from a parent/guardian or student (if of legal age).
 - 4.2.1. For more information on third parties receiving student information from us, see our Metadata Dictionary.
- 4.3. Student data will be shared with the Utah State Board of Education via the Utah Transcript and Records Exchange (UTREx).
 - 4.3.1. For more information about UTREx and how it is used, please visit the Utah State Board of Education’s Information Technology [website](#).

5. Benefits, Risks, & Parent(s)/Guardian(s) Choice

- 5.1. The collection, use, and sharing of student data has both benefits and risks.
- 5.2. Parents/guardians and students should learn about these benefits and risks and make choices regarding student data accordingly.
- 5.3. The parent/guardian is given the following choices regarding student data
 - 5.3.1. Choice to **request to review** education records of their student(s) and request an explanation or interpretation of the records.
 - 5.3.2. Choice to **contest the accuracy** of certain records, potentially leading to the correction, expungement, or deletion of a record.
 - 5.3.3. Choice to **opt-in to certain data collections**.
 - 5.3.4. Choice to **opt-out of certain data exchanges**.
 - 5.3.4.1. Information that has been classified as “directory information” (see PHCS directory information notice for more information)
 - 5.3.4.2. The parent/guardian of a student with an IEP may have information shared with the Utah Registry of Autism and Developmental Disabilities (URADD).
 - 5.3.4.2.1. If included in this data exchange, the parent/guardian will receive a separate notice within thirty (30) days of the exchange, informing them of the right to opt-out, per [Utah Code Section 53E-9-308\(6\)\(b\)](#)
 - 5.3.5. Choice to **file a complaint** if you believe PHCS or its agents are violating your rights under FERPA or Utah’s Student Data Protection Act.
 - 5.3.5.1. If you have a complaint or concern, we recommend starting locally and then escalating to the state and US Department of Education.

Providence Hall Charter School	Matthew Turnbaugh mturnbaugh@providencehall.com
The Utah State Board of Education	Report your concern with the USB E hotline
The US Department of Education	Report your concern here

6. Storage and Security

In accordance with Board Rule R277-487-3(14), PHCS has adopted a cybersecurity framework called the [CIS Controls](#).