

STUDENT DATA COLLECTION NOTICE

Below are brief descriptions of each of Vanguard Academy's major data collections. The collection, use, and sharing of student data have both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly.

Necessary Student Data Collected for Every Student:

- **Student Demographics**
 - Name
 - Birthdate
 - Race/Ethnicity
 - Gender

- **Enrollment**
 - State-assigned student identifier (SSID)
 - School
 - District of attendance
 - District of residence
 - Grade level
 - Entry date/Exit date, exit code
 - Dropout indicator
 - Total days enrolled
 - Total days attended
 - Mobility status

- **Courses enrolled**
 - Cumulative GPA
 - Grade earned
 - Credits attempted
 - Credits earned
 - Course educator ID
 - School of record
 - Part-time status
 - No Child Left Behind (NCLB) school choice and supplementary services

- **Program Participation Indicators**
 - Title I
 - Special Education and 504 status
 - Gifted
 - Free/reduced lunch
 - English Language Learner
 - Migrant
 - Immigrant
 - Refugee
 - Homeless (& accompanied status)
 - Optional Extended Kindergarten
 - Military child

- Reading interventions provided (grades 1–3)
- **Incident and Discipline Data**
 - Information about the incident
 - Information about the student involved (perpetrator/victim, infraction type(s), weapons(s), injuries, etc.)
 - Information about any discipline, referral, or other action taken
- **State Assessments**
 - Statewide summative assessment: Student Assessment of Growth and Excellence (SAGE)
 - Scale scores, subscores, proficiency levels
 - Accommodated test indicator
 - Student growth percentiles (SGPs)
 - Adequate growth percentile
 - Alternative/Special Needs summative assessment
 - Dynamic Learning Maps (DLM) scores in English and Math
 - Utah Alternative Assessment (UAA) scores in Science
 - College entrance exam scores: ACT (11th grade)
 - College credit exams: Advanced Placement (AP) scores
 - Dual immersion exams: ACTFL (American Council on the Teaching of Foreign Languages) Assessment of Performance toward Proficiency in Languages (AAPPL) scores
 - Civics Exam (If school district or charter school chooses to submit it)
 - Bi-literacy Seal

Additional Student Data Collected on Students Participating in Specific Programs:

- **Special Education**
 - Disability type(s)
 - Services received (time, regular percent, environment, extended school year, intensive services)
 - Parent phone number
 - Alternative Assessment Eligibility
 - Entry date/Exit date, exit code
- **Youth in Care**
 - Custody type
 - Services received (time, environment)
 - Entry/Exit date, exit code
- **English Language Learners**
 - Primary native language
 - Parents' language
 - English language proficiency level
 - EL instruction type
- **Concurrent Enrollment**
 - Institution granting credit

- Marks/grades from Utah System of Higher Education (USHE)
 - Credits attempted and credits earned
 - Course type and campus location
- **Career and Technical Education (CTE) participation, concentration, and completer status**

Optional Student Data

We may only collect optional student data with written consent from the student’s parent or from a student who has turned 18.

- Information related to an IEP or needed to provide special needs services
- Biometric information used to identify the student
- 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)

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 parental consent. You will receive a separate consent form in these cases. See our Protection of Pupil Rights Act (PPRA) notice for more information.

Data We Do Not Collect

Vanguard Academy will not collect the following prohibited data items:

- Biometric information as defined in Utah Code § 53E-9-301.
- A student’s social security number
- Information regarding a student’s criminal Record, except to the extent it is required to be provided to PCSD under Utah Code § 78A-6-112

Data Sharing

We will only share student data in accordance with the Family Educational Rights and Privacy Act (FERPA), which generally requires written parental consent before sharing student data. FERPA includes several exceptions to this rule, where we may share student data without parental consent. For more information on third parties receiving student information from us, see our Metadata Dictionary.

Student data will be shared with the Utah State Board of Education via the Utah Transcript and Records Exchange (UTREx). For more information about UTREx and how it is used, please visit the Utah State Board of Education’s Information Technology website.

How Student Data Are Stored and Protected

- In accordance with Board Rule R277-487-3(14), we have adopted a cybersecurity framework recommended by UEN at <https://www.sans.org/critical-security-controls/>. Vanguard Charter Academy is using a Meraki MX100 Firewall with security and filtering configuration, as well as a CIPA compliant iBoss content filtering device. Google admin console is configured to only allow specific applications and extensions, email is only allowed to a specific whitelist of domains, and all Chromebooks are restricted as to which networks they can connect to.

Benefits, Risks, and Parent Choices

The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly. Parents are given the following choices regarding student data:

- Choice to **request to review** education records of their children and request an explanation or interpretation of the records (see our annual FERPA notice for more information)
- Choice to **contest the accuracy** of certain records (see our annual FERPA notice for more information), potentially leading to the correction, expungement, or deletion of the record
- Choice to **opt into certain data collections** (see the section above on optional data collections)
- Choice to **opt out of certain data exchanges**
 - Information that has been classified as directory information (see our directory information notice for more information)
 - Parents of students with an IEP may have their information shared with the Utah Registry of Autism and Developmental Disabilities (URADD). If included in this data exchange, parents will receive a separate notice within 30 days of the exchange, informing them of their right to opt out, per [Utah Code Section 53E-9-308\(6\)\(b\)](#)
- Choice to **file a complaint** if you believe the school or its agents are violating your rights under FERPA or Utah’s Student Data Protection Act. If you have a complaint or concern, we recommend starting locally and then escalating to the state and US Department of Education

Your local school charter school	Data Manager – Rebekah Lucas
The Utah State Board of Education	Report your concern with the USB E hotline
The US Department of Education	Report your concern here