

<p style="text-align:center"><b>STATE OF LOUISIANA</b> <b>DEPARTMENT OF EDUCATION</b> <b>DATA SHARING AGREEMENT</b></p>
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WHEREAS, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and its implementing regulations codified at 34 C.F.R 99. 1 et seq. make personally identifiable student information in education records confidential and, subject to certain exceptions, prohibits the disclosure of such information to third parties,

WHEREAS, FERPA and its implementing regulations allow for an educational agency or institution to share personally identifiable student-level data with contractors performing work on their behalf,

WHEREAS, the Louisiana Department of Education (hereinafter referred to as “State”) and MMCS Consulting, LLC (hereinafter referred to as “Contractor”) have entered into a contractual arrangement, pursuant to which Contractor will provide the services to State.

WHEREFORE, the State and Contractor do enter into this Agreement subject to the terms and conditions as specified herein.

This Data Sharing Agreement, upon execution, shall supersede and replace all other Data Sharing Agreements that are in existence between the Louisiana Department of Education and MMCS Consulting, LLC related to this purpose.

## **1. Purpose of the Disclosure**

Contractor agrees to collect and use any data disclosed to it pursuant to this Agreement solely for the purposes of granting a non-exclusive license to State for the use of its Career and Technical Education (CATE) Program Offerings software to collect, aggregate, and report on student career and technical education activities for schools.

## **2. Data**

The State agrees to provide Contractor with the following student-level data solely for the purposes provided above:

- Louisiana Secure ID
- School listing
- October 1<sup>st</sup> student enrollment
- End-of-year student enrollment
- Listing of secondary-level courses with course codes
- STSQ01 + Dual Enrolment Fields (DE Post-secondary Credit Hours Earned and DE Secondary Site) - At the end of Semester 1, Semester 2, and at the End of the School Year
- STSQ03 - At the end of Semester 1, Semester 2, and at the End of the School Year
- STSQ12 for the year - all available types (R1, T1, T2, C4 & C5) - At the end of Semester 1, Semester 2, and at the End of the School Year
- Post-Appeals Student Grad Cohort

- Test results (LEAP, iLEAP, EOC)
- LOSFA file containing TOPS Award information
- Fall First-time Freshmen (FTF) data for May High School Graduates
- Employment Data for May High School Exiters - to Cover Quarters 3 and 4 and Quarters 1 and 2.
- Military data for May High School Graduates

The State reserves the right to withhold any of the foregoing data if the State determines, in its sole discretion, that disclosure of such data would violate any provision of state or federal law.

### **3. Confidentiality**

This Agreement is entered into by Contractor and the State in accordance with the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232(g), et seq., (FERPA) and R.S. 17:3914. Contractor hereby acknowledges that all documents which include personally identifiable information contained in or derived from a student's education records are deemed confidential pursuant to FERPA and R.S. 17:3914 and will not be disclosed by Contractor to any third party.

Contractor shall retain the original version of the data at a single location and shall not make a copy or extract of the data available to anyone except those who have a need for the data to perform the services referenced above. Contractor shall maintain the data, whether in hard copy or electronic form, in an area that has limited access only to Contractor's authorized personnel. Contractor shall not permit removal of the data from the limited access area. Contractor will ensure that access to the data maintained on computer files or databases is controlled by password protection. Contractor shall establish procedures to ensure that the target data cannot be extracted from a computer file or database by unauthorized individuals. Contractor shall maintain all printouts, discs, or other physical products containing student-level data in locked cabinets, file drawers, or other secure locations when not in use. Contractor shall, under supervision of the State, destroy the data provided to Contractor, including all copies, whether in electronic or hard copy form, when the services are completed or this Agreement is terminated, whichever occurs first.

### **4. Restrictions on Use**

Contractor shall not use the data for any purpose not expressly permitted in this Agreement without the prior written approval of the Louisiana State Superintendent of Education. Contractor cannot disclose any document, whether in hard copy or electronic form, or otherwise disclose to any third party any student-level data or information in any form whatsoever or under any circumstances which would directly or indirectly makes a student's identity easily traceable. Any questions by Contractor regarding the implementation of this Agreement shall be directed to:

Kim Nesmith  
Data Quality Director  
Louisiana Department of Education  
1201 N. Third Street  
Baton Rouge, LA 70802  
225.342.1803  
[kim.nesmith@la.gov](mailto:kim.nesmith@la.gov)

## **5. Indemnification**

Contractor shall defend, indemnify and hold harmless the State and any and all of the State's directors, officers, officials, employees, agents, contractors and representatives against and from any and all costs, expenses, damages, injury or loss, including reasonable attorney's fees, to which they or any of them may be subject from Contractor's and/or any student, teacher or any other third party as a result, directly or indirectly, of any disclosure of data by the State pursuant to this Agreement or any re-disclosure of such data by Contractor.

## **6. Ownership**

Any records, reports, documents, materials, and/or products created or developed by Contractor with the data provided under this Agreement shall be the property of the State. Any work undertaken by Contractor pursuant to this contract shall be work made for hire, and the contractor hereby transfers and assigns to the State any intellectual property rights, including but not limited to the copyright of any records, reports, documents, materials or products created or developed by Contractor in connection with the performance of this contract. No records, reports, documents, materials or products created or developed under this contract can be distributed free or for profit without explicit written approval from the State Superintendent of Education.

## **7. Audits**

Contractor shall permit School District or its authorized representatives to carry out security or audit checks pertaining to Contractor's security and usage of student level data. Contractor shall cooperate with School District. School District or its authorized representatives shall have access at all reasonable times on working days during working hours at Contractor's business premises to Contractor's employees, together with records, books and correspondence and other papers and documentation or media of every kind in possession of Contractor and Contractor's employees pertaining to this Agreement that are necessary for School District to carry out such security and audit checks. School District or its authorized representatives shall have the right to reproduce and/or retain copies at its expense of any of the aforementioned information and documents.

## **8. Security Breach**

As used in this Contract "Security Breach" means any act or omission that compromises either the security, confidentiality or integrity of personally-identifiable student information or the physical, technical, administrative or organizational safeguards put in place by Contractor that relate to the protection of the security, confidentiality or integrity of student level data, or (ii) receipt of a complaint in relation to the privacy practices of Contractor or a breach or alleged breach of this Contract relating to such privacy practices.

Contractor shall take commercially reasonable steps and best efforts, in accordance with industry standards, to prevent security breaches. Contractor shall also take commercially reasonable steps, in accordance with industry standards, to immediately remedy any security breach and prevent any further security breach at Contractor's expense in accordance with standard industry practices and applicable law.

Contractor shall:(i) provide School District with the name and contact information for an employee of Contractor who shall serve as School District's primary security contact and shall be available to assist School District twenty-four (24) hours per day, seven (7) days per week as a contact in resolving issues and fulfilling obligations associated with a security breach; (ii) immediately notify School District in writing of a security breach after Contractor becomes aware of it; and

Immediately following Contractor's notification to School District of a security breach, Contractor and School District shall coordinate with each other to investigate the security breach. Contractor agrees to fully cooperate with School District in School District's handling of the matter, including, without limitation: (i) assisting with any investigation; (ii) providing School District with physical access to the facilities and operations affected;(iii) facilitating interviews with Contractor's employees and others involved in the matter; and (iv) making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law or industry standards and as otherwise required by School District and (v) providing any notices to persons or organizations affected by the security breach as required by law and as required by School District.

## **9. Liaison Officials**

The State's liaison and the Contractor's liaison for the implementation of this Agreement and for receipt of all notices or other communications required or permitted under this Agreement is:

Kim Nesmith  
Data Quality Director  
P.O. Box 94064  
Baton Rouge, LA 70804  
[Kim.Nesmith@la.gov](mailto:Kim.Nesmith@la.gov)  
225-342-1803

Mark K. Mossavat  
President, MMCS Consulting, LLC.  
13740 Research Blvd., Suite N5  
Austin, TX 78750  
[mmossavat@mmcsconsulting.com](mailto:mmossavat@mmcsconsulting.com)  
866-349-7143

## **10. Term of Agreement**

This Agreement shall begin on April 15, 2018 and shall terminate on June 30, 2021. The effective date of this Agreement may be extended only if an amendment to that effect is duly executed by the parties and approved by the necessary authorities prior to said termination date. If either party informs the other that an extension of this Agreement is deemed necessary, an amendment may be prepared by one party for appropriate action by the other party.

## **11. Termination for Convenience**

The State may terminate this Agreement at any time by giving Contractor written notice of such termination.

## 12. Assignment of Contract

Contractor shall not assign any interest in this Agreement by assignment, transfer, or novation, without prior written consent of the State.

## 13. Jurisdiction, Venue and Governing Law

Exclusive jurisdiction and venue for any and all suits between the State and Contractor arising out of, or related to, this Agreement shall be in the 19<sup>th</sup> Judicial District Court, Parish of East Baton Rouge, State of Louisiana. The laws of the State of Louisiana, without regard to Louisiana law on conflicts of law, shall govern this Agreement.

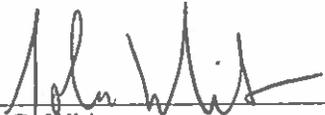
## 14. Survival

Contractor's obligation under Clauses 1,3,4,5,6, and 13 shall survive expiration and/or termination of this Agreement.

Contractor's obligations under Clauses 7 and 8 shall survive expiration and/or termination of this Agreement until Contractor has fully complied with its obligation to destroy data as set forth herein.

*THUS DONE AND SIGNED* at Baton Rouge, Louisiana, on the day, month and year first written below.

*IN WITNESS WHEREOF*, the parties have executed this Agreement as of this 15<sup>th</sup> day of April 2018.

  
\_\_\_\_\_  
John C. White,  
State Superintendent of Education

  
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Mark K. Mossavat  
President, MMCS Consulting, LLC.

**Amendment to Memorandum of Understanding**

**Louisiana Department of Education**

AND

**MMCS Consulting, LLC**

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**Amendment Provisions**

Change Agreement from:

**2. Data**

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- Military data for May High School Graduates

ADD OR CHANGE TO:

**2. Data**

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- Military data for May High School Graduates
- Parent Military Affiliation flag
- Student Foster Care flag
- Students who are parents flag

This amendment contains or has attached hereto all revised terms and conditions agreed upon by the Contracting parties. **IN WITNESS THEREOF**, this amendment is signed and entered into on this 15th day of May, 2019.

  
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John C. White,  
State Superintendent of Education

  
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Mark K. Mossavat  
President, MMCS Consulting, LLC