

**STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
DATA SHARING AGREEMENT**

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 at 34 C.F.R. 99.31(b)(1) allow for the sharing of information with organizations conducting certain studies for or on behalf of the school to improve instruction,

WHEREFORE, the Louisiana Department of Education, (hereinafter referred to as "State") and WestEd and Relay Graduate School of Education, (hereinafter referred to as "Researchers") do enter into this Agreement subject to the terms and conditions as specified herein.

1. Purpose of the Research

Researchers agree to use any data disclosed to it pursuant to this Agreement solely for the purposes of the research project which are described below.

Researchers will assess the impact of National Principals Academy Fellowship (NPAF) on students' reading and mathematics achievement, attendance and graduation rates, and constructs assessed with school climate surveys currently administered in the state by comparing the outcomes to those of students in non-participant schools.

2. Data

The State agrees to provide Researchers with the following student-level data for 2012-13 through 2017-18 students that attend a school led by an NPAF participant or a school chosen as a comparison school:

- State assigned ID
- Student demographic characteristics including: economically disadvantaged, race/ethnicity, English language learner (ELL) status, gender, special education status, and grade level
- School attended in current year and the prior year(s) for which test score data is provided
- Scale scores on the state's reading and mathematics exams in the current year and prior year(s)
- Number of days absent
- Graduation flag for seniors

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 the Researchers 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. Researchers hereby acknowledge 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. Researchers will limit access to student level information to individuals working on the research project with legitimate interests in the data and on a need to know basis. Additionally, Researchers will take steps to maintain the confidentiality of all student level information at all stages of the project.

Researchers 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 research project. Researchers shall maintain the data, whether in hard copy or electronic form, in an area that has limited access only to Researchers' authorized personnel. Researchers shall not permit removal of the data from the limited access area. Researchers will ensure that access to the data maintained on computer files or databases is controlled by password protection. Researchers shall establish procedures to ensure that the target data cannot be extracted from a computer file or database by unauthorized individuals. Researchers 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. Researchers shall ensure that all printouts, tabulations and reports are edited for any possible disclosure of personally-identifiable student data or any data sets or cells of less than ten (10). Researchers shall, under supervision of the State, destroy the student-level data, including all copies, whether in electronic or hard copy form, when the research project is completed or this Agreement is terminated, whichever occurs first.

4. Restrictions on Use

Researchers shall not use the data for any purpose not expressly permitted in this Agreement. Researcher may publish the results, analysis or other information developed as a result of any research based on the data provided under this Agreement only in summary or aggregate form, so as to prevent the disclosure of any personally identifiable student information. Researchers cannot publish 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 in data sets and/or cell sizes of less than ten (10) or under any circumstances which would directly or indirectly makes a student's identity traceable. Researchers shall provide the State with a copy of any document containing, incorporating, referencing, or which Researcher has prepared in any way utilizing, any data provided to Researchers pursuant to this Agreement, whether in hard copy or electronic form, that Researcher intends to publish, at least 7 business days prior to its first publication. Advance copies of such documents shall be forwarded to:

Kim Nesmith
Data Quality and Management Director
Louisiana Department of Education
1201 N. Third Street
Baton Rouge, LA 70802
225.342.1803
kim.nesmith@la.gov

5. Indemnification

Researchers 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 Researchers 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 Researchers.

6. Ownership

Any records, reports, documents, materials, and/or products created or developed by Researchers with the data provided under this Agreement shall be the property of the Researchers. Researchers agree to provide the State with a copy of any and all records, reports, documents, materials and/or products created or developed by the Researchers with the data provider under this Agreement within seven (7) business days from the date they are finalized. Researchers grant the State a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, distribute and display, and to make derivative works from, solely for State purposes, any of the records, reports, documents, materials and/or products created by Researchers with data provided pursuant to this Agreement.

7. Security Audits

Pursuant to Louisiana R.S. 17:3914 and to the extent possible, the Researcher shall permit the State or its authorized representatives to carry out security or audit checks pertaining to Researcher's security and usage of PII. Researcher shall cooperate with the State. The State or its authorized representatives shall have access at all reasonable times on working days during working hours at Researcher's business premises to Researcher's employees, together with records, books and correspondence and other papers and documentation or media of every kind in possession of Researcher and Researcher's employees pertaining to this Agreement that are necessary for the State to carry out such security and audit checks. The State 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 Agreement "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 Researchers that relate to the protection of the security, confidentiality or integrity of student level information, or receipt of a complaint in relation to the privacy practices of Researchers or a breach or alleged breach of this Agreement relating to such privacy practices.

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

Researchers shall:(i) provide the State with the name and contact information for an employee of Researchers who shall serve as the State's primary security contact and shall be available to assist the State 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 the State via email, SMS text, and telephone once the Researchers become aware of a security breach; and

Immediately following Researchers' notification to the State of a security breach, Researchers and the State shall coordinate with each other to investigate the security breach. Researchers agree to fully cooperate with State in State's handling of the matter, including, without limitation: (i) assisting with any investigation; (ii) providing the State with physical access to the facilities and operations affected;(iii) facilitating interviews with Researchers' 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 the State and (v) providing any notices to persons or organizations affected by the security breach as required by law and as required by the State.

9. Liaison Officials

The State's liaison and the Researchers' liaisons 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 and Management Director
P.O. Box 94064
Baton Rouge, LA 70804
Kim.Nesmith@la.gov
225-342-1803

Jonathan Nakamoto
Research Associate, WestEd
CC: Contracts
730 Harrison Street
San Francisco, CA 94107
jnakamo@wested.org
562-799-5498

Lina Eskew
Institutional Research Associate
Relay Graduate School of Education
40 West 20th Street, 7th Floor
New York, NY 10011
leskew@relay.edu
773-899-1656

10. Term of Agreement

This Agreement shall begin on December 9, 2015 and shall terminate on December 9, 2020. 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 Researchers written notice of such termination.

12. Assignment and Amendment of Contract

Researcher shall not assign any interest in this Agreement by assignment, transfer, or novation, without prior written consent of the State. Any amendment or modification to this Agreement must be in writing and signed by both parties.

13. Survival

Researcher's obligation under Clauses 1, 3, 4, 5, and 6 shall survive expiration and/or termination of this Agreement. Researcher's obligations under Clauses 7 and 8 shall survive expiration and/or termination of this Agreement until Researcher has fully complied with its obligation to destroy data as set forth herein.

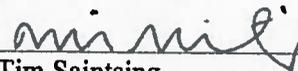


John C. White,
State Superintendent of Education



Jan 12, 2016

Michael J. Neuenfeldt
Director of Finance & Contracts, WestEd

 1/12/16

Tim Saintsing
Chief Operating Officer, Relay Graduate
School of Education