Data Management Plan

Study Information:
Title(s): Full-day kindergarten study

Abstract: States and districts have been increasing the time students spend in kindergarten in the hope that it will boost later student outcomes. Oregon began funding full-day kindergarten starting in the 2015/16 school year. REL Northwest, in partnership with the Oregon Department of Education (ODE), is conducting a study to examine whether the transition from half- to full-day kindergarten has impacted student outcomes in math and reading, attendance, English proficiency, discipline, and grade retention. The study will also describe the instructional activities and teaching practices being used in full-day classrooms across the state.

Oregon stakeholders can use the information to craft appropriate policies and programs and to understand differences in outcomes among students from different schools with different implementation practices and timelines. The resulting report may be of interest to other states seeking to provide guidance on full-day kindergarten programs.

Authors:
Ashley Pierson, REL Northwest at Education Northwest
Rebecca Merrill, REL Northwest at Education Northwest

Principal Investigator's Contact Information:
Ashley Pierson
Ashley.Pierson@educationnorthwest.org
503-275-9591

Data Sources:

Name of Data Source: Survey of kindergarten teachers, principals, and other relevant staff members (such as PreK–3 coordinators)
Owner of the Data: Oregon Department of Education (ODE)
Year(s): Survey administered by ODE in April to May 2018
Variable(s) *Please include the variable name and brief definition*:

Teacher responses:
- Classroom schedule, by type of instruction and by subject area
- Classroom activity centers
- Kindergarten transition practices and supports (e.g., summer transition program, preschool or family visit to kindergarten before the kindergarten school year, kindergarten teacher visits students' homes, kindergarten teacher participates in school-age special education transition meeting)

Principal and other staff members responses:
- Preschool provision
- Placement of students in FDK programs for only a half day
- Alignment of PreK and kindergarten curriculum and joint professional development
- Alignment of K–3 curriculum and joint professional development
- Classroom management

Name of Data Source: Student-level administrative records
Owner of the Data: Oregon Department of Education (ODE)
Year(s): 2004/05–2018/19 data on grades K–3, including entering kindergarten cohorts from 2004/05–2017/18. For kindergarten entry assessment data, only available 2013/14–2017/18.

Variable(s) *Please include the variable name and brief definition*:

Student demographics and enrollment:
- Student ID
- Student name
- Birthdate
- Gender
- Race/ethnicity
- Economically disadvantaged status
- English learner status
- Special education status
- Student age at time of school entry
- Kindergarten entry assessment performance (for 2013/14 and later only, as Oregon began requiring this in that year)
- School name and enrollment dates
- School district name and enrollment dates
- Flag for whether student participated in FDK

School/district information:
- School demographic information
- Percent of students proficient in math and reading at the school (based on state proficiency cut points)
- Percent of students in kindergarten who are 6 years old as of the kindergarten cutoff date (as a measure of "redshirting," or how many students have been purposefully enrolled late into kindergarten)
- Principal tenure (years that principal has been at the school, as a measure of school stability)
- Urbanicity of school (National Center for Education Statistics codes)
- Number of students in school
- Number of students in district
- Number of schools in district
- Flag for whether school offered FDK (indicator is not available at classroom level)
- Percent of students in school enrolled in FDK

Student outcomes:
- Grade 3 math and reading assessment score/performance level (standardized scores)
- Attendance (percent of eligible days present)
- English proficiency (as measured by the English Language Proficiency Assessment for the 21st Century, or ELPA21)
- Indicators of suspension/expulsion
- Grade retention

<u>Data Confidentiality Procedures:</u>
REL Northwest has established procedures that comply with applicable federal and state laws and regulations protecting the privacy of study participants, including the requirements of the Family Educational Rights and Privacy Act (FERPA). These procedures include the following protections of personally identifiable information.

Data-sharing agreement and institutional review board (IRB) approval. The custody and disposition of all personally identifiable information provided by educational agencies or other third parties to Education Northwest is guided by a written agreement in the form of a contract or formal data-sharing agreement that delineates the explicit use of the personally identifiable information to be collected, the manner in which the security of the information will be maintained by Education Northwest, and the date upon which this information will be appropriately disposed. This study has executed data sharing agreements with ODE for all data outlined in the table above.

This study has been reviewed and determined exempt by Education Northwest's institutional review board (IRB). The work of the Education Northwest IRB complies with all requirements of Title 45, Part 46, of the Code of Federal Regulations (45 CFR 46) for all federally sponsored research and all other human participants research, regardless of the funding source.

Transferring data. REL Northwest will obtain approval from Education Northwest's IRB and secure a signed data-sharing agreement prior to any transfer of data. Transfer of all personally identifiable data to or from Education Northwest's office will be encrypted during transfer by using a secure file server (e.g., SFTP or SCP servers).

Researchers can request the transfer of files from the terminal server only if they contain summary data derived from individual-level records. Disclosure avoidance techniques (such as suppression of small values or blurring by collapsing variables or rounding) must be used to remove confidential information and prevent re-identification of individuals. Education Northwest complies with rules for minimum group size established by the relevant data providers and by IES.

Management and storage. All personally identifiable information exchanged will be protected, stored, disposed of, and otherwise kept confidential, as required by applicable state and federal law, including FERPA.

Once the requested data are received from the data provider through a secure, encrypted file transfer method, the files will be stored un-encrypted on the Education Northwest secure terminal server. Researchers reach the terminal server from their regular office workstations by Remote Desktop Services (RDS) with all applications, data processing, and data storage kept on the terminal server which is in a locked area limited to IT staff members. Off-site Education Northwest employees have access to terminal server using remote desktop protocol (RDP) over virtual private network (VPN) connections with the data, applications, and processing all on Education Northwest's secure server and never transferred to or available from employees' individual computers.

Data are used only for the purposes of the project, described in the data-sharing agreement, and only by representatives of Education Northwest who need access to fulfill the stated purposes. On the terminal server, data are stored in project folders, and only project staff who have an individual confidentiality agreement attached to the project's executed data-sharing agreement can access the folder with the data. Data cannot be extracted from a computer file or database by unauthorized individuals.

Staff training. All Education Northwest staff members who are working on REL Northwest projects that involve personally identifiable information (PII) data have been scheduled at OPM in preparation for obtaining a moderate-level security clearance. All REL Northwest staff members who collect or use personally identifiable information also receive training on these procedures and the ethical standards related to data confidentiality and, in accordance with this policy, will acknowledge in writing their understanding and intent to comply with these procedures. Per ODE and HECC requirements, researchers using ODE and HECC data are required to read and sign the agency's individual nondisclosure form.

Data suppression and reporting. In creating reports, REL Northwest will comply with federal rules for data suppression to ensure student confidentiality in data tables and graphic displays. Data will be suppressed if fewer than 10 students are represented.

Format for Final Data File: Alternate data file

If a Public Use File is not available, why?: The study is using survey and student-level administrative data from ODE that cannot be posted by IES. Data sharing agreements with ODE do not allow REL Northwest to share data even in restricted-use form with other parties. Additionally, all data must be destroyed one year after the completion of the study. Data sharing agreements terminate on December 31, 2022, and REL Northwest shall delete all files within (10) days from the date of the agreement termination.