



# Maine Department of Education

## Public Reporting Data Suppression Policy

**Issue Date:** December 15, 2017

**Revised Date:** January 27, 2020

### **Purpose:**

Student privacy laws restrict the granularity of data to avoid identifying individual students or outcomes.

### **Scope:**

All publicly reported student data tracked by the Maine Department of Education is subject to this policy. This policy extends to all research requests not covered by specific data use agreements entered by the Maine Department of Education.

### **Policy Statement:**

Student data must not be displayed if a person in the school community who does not have personal knowledge of the relevant circumstances can identify an individual in the publicly released data with reasonable certainty.

### **Statute Reference:**

Federal Statute 20 U.S.C. § 1232g; 34 CFR Part 99

20-A M.R.S. §951 - §953

### **Definitions:**

Basic suppression is the substitution of any value below the n size with a character to denote the suppression.

Complementary Suppression is the pattern of suppressed values needed to provide the desired level of ambiguity for obvious values in a row or column with a suppressed value.

N size: 5

Student groups include but are not limited to Sex, Race/Ethnicity, Age, Grade, Resident Town.

Student categories include but are not limited to Special Education, Foster Care, Homeless, English Learners, Economically Disadvantaged, Migrant, Military Families, Homeschooled, Immigrant



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Outcome data sets include but are not limited to Graduation, Exit Status, Assessments, Grade Retention/Promotion, Post-Secondary

## Responsibilities:

The Education Data Warehouse Manager is responsible for ensuring all data released to both individual researchers and the general public follow the procedure herein.

## Procedure:

### Basic suppression:

All suppression is determined by the defined N size.

Enrollment counts of student groups less than the N size are not suppressed.

Enrollment counts of student groups less than the N size are suppressed when combined with a secondary student group or combined with a student category.

Enrollment counts of all student categories less than the N size are suppressed.

Participation counts of student groups less than the N size are not suppressed.

Participation counts of student groups less than the N size are suppressed when combined with a secondary student group or combined with a student category.

Participation counts of all student categories less than the N size are suppressed.

Incident counts less than the N size are not suppressed

Incident counts combined with any student group or student category are suppressed.

Outcome data for any student group or student category less than the N size is suppressed.

### Complimentary suppression:

Complimentary suppression will be applied until the sum of suppressed data is greater than or equal to the N size.

When a category determination is a dual option set, and one option is less than the N size, then both option sets will be suppressed.

When a category has more than two option sets and one option is less than the N size, the next lowest amount must also be suppressed until the sum of the suppressed values is greater than or equal to the N size.

## Document History & Distribution:

This document will be distributed to Maine DOE staff and posted publicly on the Maine Data Warehouse web page.

Version	Revision Log	Date
Version 1.0	Initial Publication	December 15, 2017
Version 1.1	Reformatted Publication	January 27, 2020



# Maine Department of Education

Date: January 27, 2020

Division Director Signature: Joanne Allen

Date: Feb 6, 2020 Deputy

Commissioner Signature: [Signature]

## Certificate Of Completion

Envelope Id: D9EFFB7C6AE346479D9B81CCE28352F8	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Joanne Allen
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	joanne.allen@maine.gov
	IP Address: 162.248.184.11

## Record Tracking

Status: Original	Holder: Joanne Allen	Location: DocuSign
2/6/2020 12:26:36 PM	joanne.allen@maine.gov	

## Signer Events

Signer Events	Signature	Timestamp
Joanne Allen	<i>Joanne Allen</i>	Sent: 2/6/2020 12:26:37 PM
joanne.allen@maine.gov		Viewed: 2/6/2020 12:26:58 PM
Joanne Allen		Signed: 2/6/2020 12:27:32 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	Freeform Signing
	Using IP Address: 198.182.163.102	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## In Person Signer Events

Signature

Timestamp

## Editor Delivery Events

Status

Timestamp

## Agent Delivery Events

Status

Timestamp

## Intermediary Delivery Events

Status

Timestamp

## Certified Delivery Events

Status

Timestamp

## Carbon Copy Events

Status

Timestamp

## Witness Events

Signature

Timestamp

## Notary Events

Signature

Timestamp

## Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	2/6/2020 12:26:37 PM
Certified Delivered	Security Checked	2/6/2020 12:26:58 PM
Signing Complete	Security Checked	2/6/2020 12:27:32 PM
Completed	Security Checked	2/6/2020 12:27:32 PM

## Payment Events

Status

Timestamps


## Certificate Of Completion

Envelope Id: 47195AF6E1374DDA96AFDAF6ADFB56A6	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 162.248.184.11

## Record Tracking

Status: Original 2/13/2020 10:10:27 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

## Signer Events

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 98.2.238.149	Sent: 2/13/2020 10:10:28 AM Viewed: 2/13/2020 10:10:42 AM Signed: 2/13/2020 10:11:02 AM Freeform Signing

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## In Person Signer Events

Signature

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## Editor Delivery Events

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## Agent Delivery Events

Status

Timestamp

## Intermediary Delivery Events

Status

Timestamp

## Certified Delivery Events

Status

Timestamp

## Carbon Copy Events

Status

Timestamp

## Witness Events

Signature

Timestamp

## Notary Events

Signature

Timestamp

## Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	2/13/2020 10:10:29 AM
Certified Delivered	Security Checked	2/13/2020 10:10:43 AM
Signing Complete	Security Checked	2/13/2020 10:11:02 AM
Completed	Security Checked	2/13/2020 10:11:02 AM

## Payment Events

Status

Timestamps