



# Preliminary Data Release Quality Control Process

## Nondisclosure Agreement

The Office of Assessment and Accountability (OAA) in the Kentucky Department of Education processes individual student data and generates reports to fulfill federal and state requirements. As part of a data quality control process, OAA releases preliminary data and draft reports to Kentucky school districts so local data checks may be performed. Until the public release is completed by KDE, data and reports are **preliminary and secure** with limited access granted.

During Quality Control (QC) review, authorized district and school staff may discuss the data; however, **data cannot be shared in public meetings**. OAA encourages schools and districts not to share the preliminary data beyond the leadership level during the Quality Control process. Preliminary data will change as districts conduct data reviews and quality control work. Broader data sharing and discussion should wait for final results.

To protect the confidentiality and privacy of individual student data and the security of the summary data and reports, only authorized persons are permitted to view the data and participate in the data quality control processes. The authorized persons in the local school districts permitted access are the District Assessment Coordinator (DAC), Building Assessment Coordinator (BAC), Superintendent and Principal. Superintendents may permit other leadership roles to participate in this process.

Before accessing data and reports, the DAC(s) and each authorized person must commit to maintaining the security of the data by signing this Nondisclosure Agreement. The agreement permits discussion of the data between the DAC and other authorized persons for quality control purposes.

The undersigned is a local school district employee authorized to view or discuss data. The undersigned agrees to the terms of this agreement restricting the disclosure of data and understands preliminary draft data are likely to change during quality control.

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**Name of Authorized Person**

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**School**

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**Signature**

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**Date**

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**Role**