

# Intradistrict Communication

DATE: August 10, 2023

TO: School Administrators  
District Department Directors  
Financial Secretaries  
Administrative Assistants

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
Kurt Prusse, Director, Purchasing  
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Student Data Privacy Resource Review Process

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Utah law ([53E-9-301](#), [53E-9-303](#)) requires local education agencies (LEAs) to create a publicly available metadata dictionary that contains a listing of:

- All personally identifiable student data collected and shared by the LEA
- A comprehensive list of all recipients with whom the LEA has shared personally identifiable student data, including the purpose for sharing the data, the justification for sharing the data (including if the sharing was required by federal law, state law, or local directive), and how the sharing is permitted under federal or state law.

This means that any third-party resource that receives personally identifiable student data from the District must be cataloged and, where necessary, reviewed for compliance with USBE data privacy expectations.

Prior to making purchases or entering into purchase arrangements, school staff should check the District's [LearnPlatform registry](#); software listed on the registry as approved can be submitted for purchase without any additional review. Software that is not listed on LearnPlatform must be reviewed BEFORE the purchase request is submitted. Someone with knowledge of the software should submit a review request to Planning & Enrollment using [this review request form](#) prior to entering a requisition in Skyward. The individual who will be using the software (and therefore has some knowledge of what the software does and what data it will use) should enter the review request; this is not an assignment that should default to administrative assistants.

Teachers with specific questions about the process should be directed to your location's digital coach. Administrators and administrative assistants with specific questions about the process may contact Caleb Olson (x88251).