



ADMINISTRATIVE PROCEDURE

REQUESTS FOR DATA PROCESSING SERVICES

5125.4

Procedure No.

July 1, 2005

Date

- I. **PURPOSE:** To provide program managers with procedures to be followed to obtain data processing services, which will improve student and/or system performance.
- II. **POLICY:** Computer programs which involve student data must be restricted to state mandated-minimal records that must be maintained for all students. These data are referred to as Category I data. Unless specifically authorized by the Board of Education, Category I data which may be maintained by computer shall be limited to statistical personal information, attendance and enrollment data, standardized test data, and subject performance data. (Board Policy 5125)
- III. **BACKGROUND:** In a school system as large as Prince George's County Public Schools, there are occasions when various data must be amalgamated and/or synthesized. Also, there are requests to prepare student, employee, and/or program reports. These procedures provide a uniform method of requesting data processing services which are not currently being provided.
- IV. **PROCEDURES:**
 - A. Applicant determines that:
 1. The output requested does not currently exist;
 2. The requested program and output is consistent with Board of Education policy;
 3. The task cannot be performed "by hand" in less time or with less handling – i.e., the program is cost efficient;
 4. The program will be used more than one time;
 5. The generated data will have a high level of utility;
 6. The data generated will be applicable to all schools or programs similar to that of the applicant;
 7. The results of the program will clearly improve student and/or system performance; and
 8. The effect of not developing the program will be detrimental to some aspect of the instructional program and/or the school system's capability.



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- B. The applicant submits an email through his/her supervisor to the Chief of the Student Applications Office. The Chief of the Student Applications Office approves or disapproves the request and submits this result to the applicant. The applicant can appeal any decision to the Chief Information Officer.
- C. A member of the Data Processing Steering Committee reviews the materials submitted for compliance with Board of Education policy and a reasonable degree of completeness.
- D. The request is reviewed by the Data Processing Steering Committee. The request is reviewed and judged by the criteria outlined in section IV.A.
- E. The chairman of the Data Processing Steering Committee will notify the applicant in writing that the request has been:
1. Authorized and will be implemented, or
 2. Needs to be modified, or
 3. Is denied.
- F. Results generated by the requested program may not be used for personal advantage. Users of the output are responsible for maintaining the integrity of the data, and, if appropriate, the confidentiality of the data.
- G. Applicants for data processing services are responsible for purchasing special materials which may be needed to carry out a request. Costs which are judged to be excessive by the Data Processing Steering Committee shall be the responsibility of the applicant and/or supervisor and program manager.
- V. **RELATED PROCEDURES AND POLICIES:** Administrative Procedure 5125, Individual Pupil School-Based Records; Board Policy 5125, Student Records; and Board Policy 5125.4, Informed Consent: Student Data Gathering.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Office of Student Applications is responsible for reviewing and updating these procedures.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5125.4, dated September 22, 1980.



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VIII. **EFFECTIVE DATE:** July 1, 2005.

Approved by:
Howard A. Burnett
Interim Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11