

## Memorandum

United States Department of Education  
Institute of Education Sciences  
National Center for Education Statistics

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DATE: August 4, 2020

TO: Robert Sivinski, OMB

THROUGH: Carrie Clarady, OMB Liaison, NCES

FROM: Nancy Sharkey, Senior Program Officer, Statewide Longitudinal Data System Program

SUBJECT: Statewide Longitudinal Data System (SLDS) Survey 2020-2022 Online Data Collection Tool Update Change Request (OMB# 1850-0933 v.9)

The National Center for Education Statistics (NCES), of the Institute of Education Sciences (IES), within the U.S. Department of Education, is requesting clearance to continue the Statewide Longitudinal Data System (SLDS) Survey collection, which is intended to provide insight on State and U.S. territory SLDS capacity for automated linking of K-12, teacher, postsecondary, workforce, career and technical education (CTE), adult education, and early childhood data. The SLDS Survey will continue to be collected annually from State Education Agencies (SEAs), and will help inform NCES ongoing evaluation and targeted technical assistance efforts to enhance the quality of the SLDS Program's support to States regarding systems development, enhancement, and use. This submission is to request OMB clearance to conduct the annual SLDS Survey from 2020 through 2022. Upon clearance of this package, a change request will be submitted with screenshots of the Google Form (see section A.3 for more information) that is still being programmed. While the date of that change request is entirely dependent upon the clearance of this package, we anticipate that the subsequent change request will be submitted in late Spring 2020.

The request is to conduct all activities related to SLDS 2020-22, including materials and procedures, was approved by OMB in May 2020 (OMB#1859-0933 v.8). The SLDS 2020 data collection will take place in October 2020.

This request submits screenshots of the Google Form that will be used in the 2020 SLDS Data Collection, and associated updates to the webinar (one or two) that will be conducted to provide guidelines to respondents. This request does not introduce significant changes to the estimated respondent burden or the costs to the federal government. The following revisions were made to Part A (p. 2) and the Appendices.

### **Modifications to Part A**

#### **Section 1 (Circumstances Making Collection of Information Necessary)**

The National Center for Education Statistics (NCES), of the Institute of Education Sciences (IES), within the U.S. Department of Education, is requesting clearance to continue the Statewide Longitudinal Data System (SLDS) Survey collection, which is intended to provide insight on State and U.S. territory SLDS capacity for automated linking of K-12, teacher, postsecondary, workforce, career and technical education (CTE), adult education, and early childhood data. The SLDS Survey will continue to be collected annually from State Education Agencies (SEAs), and will help inform NCES ongoing evaluation and targeted technical assistance efforts to enhance the quality of the SLDS Program's support to States regarding systems development, enhancement, and use. ~~This submission is to request OMB clearance to conduct the annual SLDS Survey from 2020 through 2022. Upon clearance of this package, a change request will be submitted with screenshots of the Google Form (see section A.3 for more information) that is still being programmed.~~

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### **Section 3 (Appropriate Use of Information Technology)**

~~In the instance that a State is unable to access the online platform or need a paper copy as a reference copy to use during their consultations with other program offices, a Microsoft Word version of the document (pre-populated with as much information as is available to program staff) can be provided upon request via email (see Appendix E, Section 2). In cases where the Google Form is unavailable, States may elect to complete the flat file instrument and return it via email.~~

### **Modifications to Appendix A**

~~Deleted prefatory note: (An updated version with accurate dates and links to the new Google Form information collection tool may be included in the post-clearance change request, estimated for late Spring 2020)~~

### **Modifications to Appendix B**

~~Deleted prefatory note: (Below is the version for 2019. An updated version with accurate dates and screenshots of the new Google Form information collection tool will be included in the post-clearance change request, estimated for late Spring 2020.)~~

The webinar slides have been updated to reflect a 2020 presentation, completion using the online Google form.

See Attachment 1 (pp. 3-8 of this document) to see copies of screenshots deleted and added.

### **Modifications to Appendix E**

- The prefatory note has been removed from Appendix E, as the Google form has now been completed. There were significant delays impacting the development of the project, resulting in deviation from the expected completion timelines. Screenshots of the functional Google form can be found in Appendix E, Section 1. Definitions have been embedded within the online tool, with a link to a complete list of definitions within the Instructions.

~~Deleted prefatory note: The online Survey platform is still in development. All questions proposed for the 2020 Survey collection are included in the Word version of the instrument, found below the preliminary online Survey form screenshots below. The following timeline is proposed to facilitate the shift from the instrument in flat file (below) to an online Survey form. An updated version of Appendix E, complete with new screenshots of the finalized instrument as well as a cleaner version of the instrument that will be distributed to respondents who are unable to complete the Google Form, will be included in the post-clearance change request, estimated for late Spring 2020.~~

<b>Activity</b>	<b>Expected Completion Date</b>
Draft survey in Google Forms	March 1, 2020
QA survey and skip logic	March 15, 2020
Revise survey and finalize	April 1, 2020

~~\*Online Survey development takes place in tandem with Statistics in Brief development and ultimate release, currently utilizing the same staff for both processes. The release of the 2018 and 2019 collection Statistics in Brief documents have been prioritized as our commitment to release information and analysis back to the field as soon as possible.~~

- Appendix E has been broken into a Section 1 (Online Google Form Platform) and Section 2 (Flat File Instrument). **A complete collection of screenshots of the Online Google Form can now be seen in the attached Appendix E (pp.2 – 61) and have not been duplicated here for the sake of brevity.**

- The Google Form can also be seen at the below link:

- [https://docs.google.com/forms/d/e/1FAIpQLSdT0\\_ghbK7iv-WaT\\_7smc3X0lzDv-yvLhRz21-PRqfE8fzuLw/viewform?fbzx=-643560529780376193](https://docs.google.com/forms/d/e/1FAIpQLSdT0_ghbK7iv-WaT_7smc3X0lzDv-yvLhRz21-PRqfE8fzuLw/viewform?fbzx=-643560529780376193)

- A prefatory note has been added to the beginning of Appendix E Section 2 (Flat File Instrument), as seen below

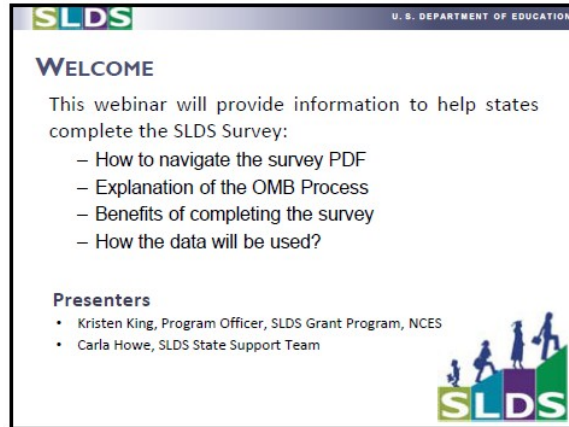
**NOTE: As discussed in Part A, section 3, “In the instance that a State is unable to access the online platform or need a paper copy as a reference copy to use during their consultations with other program offices, a Microsoft Word version of the document (pre-populated with as much information as is available to program staff) can be provided upon request via email (see Appendix E, Section 2). In cases where the Google Form is unavailable, States may elect to complete the flat file instrument and return it via email.”**

- The due date for surveys submitted via email has been updated to match the due date for submission via the Google Doc.

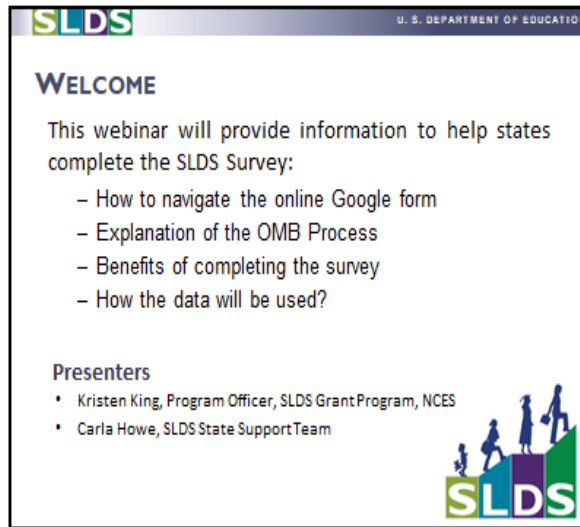
To ensure the success of the SLDS Survey, we need your help. Included in this package you will find the SLDS Survey and completion instructions. We encourage all respondents to complete the online version to ease both completion and analysis time. Should you have issues accessing or completing the online version of the Survey, please do not hesitate to contact us. **We will accept completed surveys via email until the deadline of: November 15 30, 2020.**

## Attachment 1 – Detailed Changes to Appendix B

v. 8



v. 9




Change: changed “the survey PDF” to “the online Google form”

v. 8

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### GENERAL INFORMATION

- **Due date:** Surveys should be submitted by **November 1, 2019 at 4:30 PM ET.**
- Surveys were distributed to all states and territories, despite active grant status
- The SLDS Survey will be collected annually, to ensure all information is up-to-date and accurately reflects SLDS capacity in each state
- Completed surveys should be submitted to your state's Program Analyst.




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### WHAT IS INCLUDED IN THE SURVEY?

The SLDS Survey covers the following major topics:

- State Agency K12 Data
- K12 Teacher Data
- Postsecondary Data
- Workforce Data
- Vocational Education and Workforce Training Data
- Early Childhood Data
- Interoperability
- Data Use




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- Postsecondary Data
- Workforce Data
- Vocational Education and Workforce Training Data
- Early Childhood Data
- Interoperability
- Data Use and Research Capacity



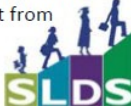
Change: changed the date of submission from November 1, 2019 to November 30, 2020.

v. 8

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### BEFORE YOU BEGIN – USING THE PDF

- Save/complete the form to a local drive, (such as C:\ username\folder), instead of using a networked drive.
- The comment feature in Adobe Acrobat does not work on a fillable pdf, but the form can be printed to a 'static' pdf – which can be commented on.
- We recommend that comments be entered directly into the form instead of copy/pasting text from another document.

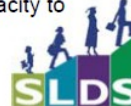


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### BEFORE YOU BEGIN – THE COVER PAGE



- If you are not a grantee, please leave 1 and 2 blank, and fill out all other information
- Reporting period: SLDS capacity to date



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### BEFORE YOU BEGIN – ACCESSING THE SURVEY

- The Survey can be accessed using the following link:  
[https://docs.google.com/forms/d/e/1FAIpQLSdTO\\_ghbK7iv-WaT\\_7smc3X0lzDv-yvLhRz21-PRqfE8fzuLw/viewform?fbzx=-643560529780376193](https://docs.google.com/forms/d/e/1FAIpQLSdTO_ghbK7iv-WaT_7smc3X0lzDv-yvLhRz21-PRqfE8fzuLw/viewform?fbzx=-643560529780376193)




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### BEFORE YOU BEGIN – THE COVER PAGE



- If you are not a grantee, please leave the first two questions under General Information blank, filling out all other information
- Please note that completion of the Survey might require consult with other stakeholders.




<sup>7</sup> Changes: provided link to Google Form, changed text and screenshots referring to the instrument.

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### BEFORE YOU BEGIN – FEATURE STATUS OPTIONS

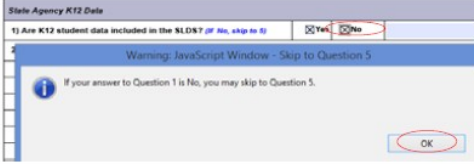
- Each question has 4 different feature status options, which are listed at the top of the page. The feature status options are:
  - Not Planned** - The state is currently not planning to include that element/capability in its SLDS. "Not Planned" should also be marked for items that are not applicable to your state SLDS at this time (legislative prohibitions, "unadopted" interest, etc.);
  - Planned** - The state intends to include this element/capability in its SLDS and has a documented plan and funding source to implement, but implementation work has not begun;
  - In Progress** - The state is currently building or implementing this element/capability as part of its SLDS, but it is not yet fully operational; and
  - Operational** - This element/capability is fully functional and available for its intended users.
- Each question has a comment box, where the respondent can provide additional information about an answer selection



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### NAVIGATING THE PDF – SKIP PATTERNS

- Survey questions are grouped by topic. At the beginning of each question group will be a "Yes/No" question. If 'No' or 'Not Planned' is selected, the PDF will generate a pop-up prompting you to skip to the next question group.
- If No is selected in error, simply scroll back up to the question and select 'Yes' or unselect 'Not Planned'.




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### BEFORE YOU BEGIN – FEATURE STATUS OPTIONS

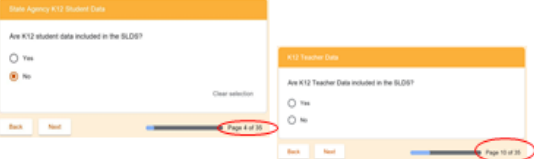
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### NAVIGATING THE ONLINE GOOGLE FORM – SKIP PATTERNS

- Survey questions are grouped by topic. At the beginning of each question group will be a "Yes/No" question. If 'No' or 'Not Planned' is selected, the form will automatically skip to the next question group.
- If No is selected in error, simply select the "Back" option to update your question response.



Change: removed information about comment boxes, as the form has changed; changed screenshot


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## NAVIGATING THE PDF – CLEARING ANSWERS

- Once you've selected an answer to a question or sub-question, you cannot unselect the answer, but you can change it to a different one.
- If you do need to 'unselect' an answer completely, simply scroll to the bottom of the question and select 'Clear QX'.
- This will clear ALL answers for that question, and you will have select all of the answers again.

Feature	Status				Comments	
	Not Planned	Planned	In Progress	Operational		
3) Is there a comprehensive data dictionary for K-12 student data elements that contains metadata such as a definition, option sets, type or field length? (If Not Planned, skip to 4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4) Is the data dictionary published publicly on the agency's website?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5) Are K-12 student data elements CEDS aligned?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Selecting the CLEAR button will reset all answers for Question 3						
6) How are K-12 student data from the SLDS used?	<input checked="" type="checkbox"/>	(If Not Planned, skip to 6)				CLEAR Q3
8) Instructional Support (e.g. standards for teachers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		



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## THE OMB PROCESS

*The Paperwork Reduction Act of 1980, and as amended in 1995, requires Federal agencies to obtain approval from Office of Management and Budget (OMB) each time they propose to collect or sponsor, even under a contract or other agreement, the collection of identical information from more than nine respondents. In addition, activities related to development or testing of data collection plans are also subject to OMB review and approval if identical information is sought from more than nine respondents in either a formal or informal manner.*

- Interim Progress Report → SLDS Survey
  - Formal, systematic collection
  - Six to twelve month process
- Three Stages:
  - Review of overall plan
  - Quick review of survey details
  - Public comment period
- Internal Review & Validation:
  - State piloting
  - IES Statistician review
  - State Support Team (SST) input

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## BENEFITS OF COMPLETING THE SURVEY

- Survey results would inform:
  - Future grant rounds for the SLDS grant program and technical assistance support
  - Program offices in the Department of Education, Department of Labor, and Health and Human Services, in addition to external stakeholders (response to ad-hoc requests for aggregate data)
  - State development and support efforts (best practices, state connections/collaborations)
  - Public knowledge of State capacity to link and use longitudinal data
  - Up-to-date state capacity indicators to OMB

Despite active grant status, your input is critical!



Change: deleted a now irrelevant slide about clearing answers (only applied to the old form)




v. 8

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### HOW WILL MY STATE'S DATA BE USED FOR TECHNICAL ASSISTANCE?


- The State Support Team will analyze the survey results to understand state and territory areas of need.
- Then, we will examine the ways in which we can provide support by
  - Sharing existing resources
  - Developing new resources where necessary
  - Planning and hosting meetings and webinars that highlight states' promising practices, and provide tips and guidance



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### QUESTIONS?

- If you have questions about utilizing the PDF and Survey functionality:
  - Contact your state's Program Analyst
  - If you do not know your state's Program Analyst, please contact Amanda Musick at [Amanda.Musick@aemcorp.com](mailto:Amanda.Musick@aemcorp.com).
- If you have questions about the content of the Survey:
  - Contact Program Officer, Kristen King at [Kristen.King@ed.gov](mailto:Kristen.King@ed.gov)




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### QUESTIONS?

- If you have questions about utilizing the online Google form to complete the Survey, or its functionality:
  - Please contact Leanne Taylor at [leanne.taylor@ed.gov](mailto:leanne.taylor@ed.gov).
- If you have questions about the content of the Survey:
  - Contact Program Officer, Kristen King at [Kristen.King@ed.gov](mailto:Kristen.King@ed.gov)
- Should you need to access the flat file instrument:
  - Contact Leanne Taylor at [leanne.taylor@ed.gov](mailto:leanne.taylor@ed.gov).



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# THANK YOU!



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Change: changed contact information