



Privacy Impact Assessment

For

Evaluation of the Impact of Teacher Induction Programs

Date

June 17, 2005

System Owner:

Dr. Ricky Takai

Office of Institute of Education Sciences  
U.S. Department of Education

## **1. What information will be collected for the system?**

This system consists of a baseline teacher survey (which will cover the teacher's professional credentials, the teacher's perceptions of the teaching profession, and the teacher's personal background characteristics, many of which may affect retention), the teacher's college SAT or ACT examination results, a classroom observation protocol, a teacher induction activities survey (which will ask questions about the kinds of induction activities in which the novice teacher participated, as well as the intensity and duration of those activities), a teacher retention survey (items will include the teacher's place of employment, pursuit of continuing education, the timing of any change in the teacher's employment, the teacher's job satisfaction, and, if applicable, the reasons that the teacher left an original school or the teaching profession), and aggregated student test score data which will be linked to the teacher.

Information on study participants in this system will include, but not be limited to the following data: Names; home addresses; home phone numbers; cell phone numbers; e-mail addresses; social security numbers; race/ethnicity; age; income; marital status; household composition; home ownership; educational background and credentials; and ACT or SAT college

## **2. Why is this information being collected?**

The information in this system is used for the following purposes:

(1) To fulfill the requirements of the ESEA, as amended by the NCLB, for evaluation and research of teacher quality; and

(2) To provide information on the effectiveness of teacher induction programs in increasing teacher retention and improving teacher performance.

## **3. How will the information be used?**

The system contains records on teachers participating in the Evaluation of the Impact of Teacher Induction Programs. The goal of this evaluation is to evaluate the impact of a high intensity model of teacher induction on novice elementary school teachers' retention rates and classroom performance. Twenty high-poverty school districts will participate in the evaluation. Selected districts will be those that do not already offer a high intensity induction program and that agree to assign 20 elementary schools within the district by lottery to either the high intensity model of teacher induction or the teacher induction program that the district normally provides. Teachers' participation in the evaluation will be voluntary.

## **4. Will this information be shared with any other agency or entity? If so, with which agency or agencies/entities?**

Information is disclosed internally to administer the program. However, it is not shared externally, except as required by law, or under the routine uses listed in the Privacy Act System of Records notice. These disclosures may be made on a case-by-case basis, or if the Department has complied with the computer matching requirements of the Act, under a computer matching agreement. Such disclosures may include: for litigation purposes, to the Department of Justice for FOIA advice, to contractors conducting Department business, for law enforcement, to a member of Congress at the request of the data subject, or to a consumer reporting agency regarding a valid and overdue claim.

**5. Describe the notice or opportunities for consent that would be or are provided to individuals about what information is collected and how that information is shared with other organizations.**

There is not notice or opportunities for consent since information is provided voluntarily.

**6. How will the information be secured?**

All physical access to the Department's site and to the site of the Department's contractor, where this system of records is maintained, is controlled and monitored by security personnel. The computer system employed by the Department offers a high degree of resistance to tampering and circumvention. This security system limits data access to Department and contract staff on a "need to know" basis, and controls individual users' ability to access and alter records within the system.

The contractor, Mathematica Policy Research, Inc. (MPR), has established a set of procedures to ensure confidentiality of data. The system ensures that information identifying individuals is in files physically separated from other research data. MPR will maintain security of the complete set of all master data files and documentation. Access to individually identifiable data will be strictly controlled. All data will be kept in locked file cabinets during nonworking hours, and work on hardcopy data will take place in a single room, except for data entry. Physical security of electronic data will also be maintained. Security features that protect project data include password-protected accounts that authorize users to use the MPR system but to access only specific network directories and network software; user rights and directory and file attributes that limit those who can use particular directories and files and determine how they can use them; e-mail passwords that authorize the user to access mail services; and additional security features that the network administrator establishes for projects as needed. MPR shall comply with the requirements of the confidentiality standards in section 183 of the ESRA (20 U.S.C. 9573).

**7. Is a system of records being created or updated with the collection of this information?**

The system is covered under the system of records notice entitled Evaluation of the Impact of Teacher Induction Programs, dated June 17, 2005, (70 FR 35231-35233).