



## Provo City School District

Policy Series: 7000 Community

Policy No. 7140

### Surveys and Data Collection

When administered properly, surveys can provide critical data for decision-making, program evaluation, and climate measurement. The Provo City School District Board of Education supports meaningful and relevant educational data collection that can guide administrative decisions; determine program needs assessments; and provide climate insights. Data collection within Provo City School District shall:

- Protect student and employee data privacy
- Protect against overburdening targeted populations
- Have a specific educational purpose that supports the goals and initiatives of the district
- Be accomplished with minimal intrusion of teaching and learning
- Adhere to the Utah Student Data Privacy Act and FERPA
- Adhere to [Utah State Code 53E-9-203](#)
- Be equitable and ethical in their administration

### Survey Proposals and Reviews:

Any survey that requests any of the information listed below about the student or any member of the student's family shall be reviewed by the District Leadership Team which includes, at minimum, the Superintendent or designee, Assistant Superintendents of Elementary and Secondary Education, Director of Research and Assessment, the Director of Student Services, and the Director of Communications:

- a. Political affiliations or, except as provided in state law, political philosophies;
- b. Mental or psychological problems;
- c. Sexual behavior, orientation, gender identity, or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisal of individuals with whom the student or family member has close family relationships;
- f. Religious affiliations or beliefs;
- g. Legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers;
- h. Or income, except as required by law. ([See Utah State Code 53E-9-203 \(1\)](#)).

Anyone wishing to complete a survey will submit the survey to their supervisor which will then forward this request on to the District Leadership Team for final approval. The individual wishing to administer the survey must state the following:

- The rationale for administering the survey

- Specific data that the survey will provide
- Specific details of the administration of the survey that adhere to state law and do not produce an undue burden on any school or district official
- How the data will support the Strategic Plan of Provo City School District
- How the data will be shared with stakeholders
- Verify that both content and administration is ethical and equitable
- How they will ensure the data produced is reliable
- Ensure that the questions are ethical, safe, and meaningful

Individuals responsible for administering the survey will complete a one-time, district-approved training online.

Large distributions of surveys will be coordinated with the District's Director of Communications.

**Survey Requirements:**

1. Prior written consent from parents or legal guardians is required in all grades, Kindergarten through grade twelve, and must be obtained before students are asked to complete written assignments, answer questions, or complete questionnaires or surveys, or take psychological or psychiatric examinations, tests, or treatments which reveal any of the following information about the student or the student's family members, whether such information is personally identifiable or not:
  - a. Political affiliations or, except as provided in state law, political philosophies;
  - b. Mental or psychological problems;
  - c. Sexual behavior, orientation, gender identity, or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisal of individuals with whom the student or family member has close family relationships;
  - f. Religious affiliations or beliefs;
  - g. Legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers;
  - h. Or income, except as required by law. ([See Utah State Code 53E-9-203 \(1\)](#)).
2. Written parental consent is valid only if the parent has been first given written notice, including notice that a copy of the educational or student survey questions to be asked of the student in obtaining the desired information is made available at the school, and a reasonable opportunity to obtain information concerning:
  - a. Records or information, including information about relationships, that may be examined or requested;
  - b. Means by which the records or information shall be examined or reviewed;
  - c. The means by which the information is to be obtained;

- d. The purpose(s) for which the records or information is (are) needed;
    - e. The entities or persons, regardless of affiliation, who will have access to examine the personally identifiable information.
    - f. A method by which a parent or student can grant permission to access or examine the personally identifiable information.
3. In order for the prior written consent to be valid, parents/legal guardians must be given notification at least two (2) weeks before any sensitive information is solicited.
4. The written notice must include:
  - a. The survey the district will administer to the parent's student and where the parent may obtain the survey items;
  - b. The intended purposes and uses of the data collected;
  - c. The types of persons or governmental entities that
    - i. Share the collected data, including a list of recipients who will receive the student-level data;
    - ii. Receive the data collected from a government entity on a regular or contractual basis and
  - d. The record series as defined in GRAMA ([Utah State Code 63G-2-103](#)) in which the data is or will be included, if applicable.
  - e. Following consideration by District Leadership, formal notice of the approval or disapproval shall be given to the applicant by district directors.
5. Individual district leaders and directors shall have the responsibility to coordinate approved surveys within their areas or departments in consultation with the District Leadership team.
6. Upon completion of a survey, a copy of the findings or other written report shall be submitted to the District Leadership Team and Cabinet.

The Board of Education authorizes the Superintendent and District Leadership to establish administrative procedures regarding the administration of surveys and data collection.

### **Legal References**

[Utah State Code 53E-9-203](#)

[Utah State Code 63G-2-103](#)

### **Board Approved:**

Initial Approval on November 8, 2022

Updated according to 2024 state law: August 27, 2024