



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
District Technology Coordinators
District Special Education Coordinators
District PowerSchool Coordinators

FROM: Dan Ralyea
Director, Research and Data Analysis

DATE: December 12, 2023

RE: Student Contact Information and Student Privacy

In our ongoing efforts to modernize the SC Educational Data system and reduce instances where school district staff enter similar information in multiple software applications, it is crucial to establish one point of entry for student, teacher, and school-related data. The absence of a single authoritative source can lead to multiple, conflicting information.

A prime example of this is in Student Contact data. While the PowerSchool application records address and contact information, the Individualized Education Plan (IEP) application also captures these data. To maintain one source and prevent dual versions of the truth, one source must take precedence over the other.

The South Carolina Department of Education (SCDE) designates the student information system (currently PowerSchool) as the authoritative source for Student Contact data. Through the implementation of the Ed-Fi data and technology platform, these data are provided for the IEP application. Not only does this approach safeguard data integrity, but it also alleviates the technical burden on school district staff by consolidating the entry of student contact data into a single, reliable source.

We are pleased to inform you that EdPlan SC, the recently awarded IEP application through agency procurement, is fully equipped to receive Student Contact data entered by school staff in PowerSchool and transmitted via the Ed-Fi technology.

To ensure Student Contact data exists for IEP purposes, district technology staff must maintain each student's contact information in the PowerSchool contacts platform, including a "Has Custody" indicator for at least one contact. Furthermore, it is crucial to facilitate the transmission of these data from PowerSchool to Ed-Fi for seamless EdPlan SC utilization.

Failure to maintain and update the information in the student information system could result in unauthorized contact receiving personal student information or health records.

Thank you for your collaboration in this endeavor to secure and streamline our educational data systems.

Contact powerschool@ed.sc.gov with questions on maintaining Student Contact data in PowerSchool.

Contact edfi@ed.sc.gov with questions on transmitting Student Contact data via the Ed-Fi technology.