



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

**Jillian Balow**  
Superintendent of Public Instruction

**Dicky Shanor**  
Chief of Staff

**Brent Bacon**  
Chief Academic Officer

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Chief Policy Officer

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## **Data Element Inventory Policy**

Policy #: 4000-035

Version #: 1.0

Approved By: Jillian Balow, Superintendent, State of Wyoming Department of Education

Effective Date: May 1, 2016

### **Purpose:**

In compliance with Senate Enrolled Act 18 of the Sixty-Third Legislature of the State of Wyoming 2016 Budget Session; the Wyoming Department of Education will keep an inventory and description of all data required of, collected, or stored by the department.

### **Scope:**

This policy applies to all State of Wyoming Department of Education (WDE) workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by WDE. All workforce members are responsible for the security of protected information. In addition, this policy applies to all workstations and other computing devices owned or operated by WDE and any computing device allowed to connect to internal network.

### **Policy:**

In compliance with Wyoming Statute the following resources have been developed and maintained by the Wyoming Department of Education. Data collections, associated elements and the legislative mandates behind them the Wyoming Department of Education has created the following detailed reports:

[Data Elements](#) - this report identified each data element, how it is defined, and the legislative mandate(s) behind it.

[Data Elements by Category](#) - this report allows you to choose from a prepopulated list of categories (LEA, School, Staff, or Student) and select a section(s) to view (Accountability, Food Services, Institution Identification, etc.).

[Data Elements by Collection](#) - this report allows you to select one of our data collections and identify all the associated data elements.

### **Responsibilities:**

The WDE Data Collection and Reporting Supervisor is responsible for:

- Maintaining and update the collections, elements, and references when any modifications are required to support this policy

### **Compliance:**

Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).



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Procedure(s): None

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- State of Wyoming, Senate Enrolment Act Number 18 of the Sixty-Third Legislature of the State of Wyoming 2016 Budget Session;  
<http://legisweb.state.wy.us/2016/Enroll/SF0038.pdf>

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Policy History: Initial effective date: May 1, 2016