

### Data Manager To Do List

One time	
<b>Develop the following policies</b>	
<input type="checkbox"/> Create a data governance plan	53E-9-301(7)
<input type="checkbox"/> Work with parents to create a PPRA policy	20 USC 1232h(c)
Beginning of year	
<b>Provide the following notices to parents</b>	
<input type="checkbox"/> Annual FERPA Notice	34 CFR 99.7
<input type="checkbox"/> Directory Information	34 CFR 99.37
<input type="checkbox"/> Military Recruiter/Institution of Higher Education notice (often included in Annual FERPA Notice)	20 USC 7908
<input type="checkbox"/> Notice of record exchange after school transfer (often included in Annual FERPA Notice)	34 CFR 99.34
<input type="checkbox"/> Collection Notice	53E-9-305(2)
<input type="checkbox"/> PPRA notice (must be given by hand, mail, or email)	20 USC 1232h(c)(2) 53E-9-203(4) – (5)
Throughout the year	
<input type="checkbox"/> Provide annual training to all staff that have access to student education records on federal and state privacy laws	53E-9-203
<input type="checkbox"/> Ensure that data are collected in accordance with your collection and survey notices	53E-9-305 53E-9-203 20 USC 1232h
<input type="checkbox"/> Ensure that parent and eligible student rights to access, seek to amend, and consent to disclose are followed	34 CFR 99, Subparts B, C, and D
<input type="checkbox"/> Ensure that all disclosures of student data follow FERPA, the contract requirements of the SDPA, and your data governance plan	34 CFR 99, Subpart D 53E-9-308 53E-9-309
<input type="checkbox"/> Update your metadata dictionary	53E-9-303

### Information Security Officer To Do List

Throughout the year	
<input type="checkbox"/> Implement the CIS controls or a comparable IT security framework	R277-487-2(6) R277-487-3(14)
<input type="checkbox"/> Investigate any incidents to determine if they are significant data breaches	R277-487-2(17)
<input type="checkbox"/> Ensure that parents, eligible students, and USBE are notified of any significant data breaches	53E-9-304(2)(a) R277-487-3(12)

### Records Officer To Do List

Throughout the year	
<input type="checkbox"/> Complete annual certification	63G-2-108
<input type="checkbox"/> Follow retention schedules	53E-9-306(3) R277-487-4
<input type="checkbox"/> Expunge records (as requested)	53E-9-306(1)(d) R277-487-4