





Data Security



Data Submissions

Recorded July 2021



What is Personally Identifiable Information (PII)?

Information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

PII Examples:

- Student name
- Names of student's parents or other family members
- Student or family address

Other Sensitive Information:

- Special population categories
- Social security numbers
- Date of birth
- Salary information



What NOT to do with PII

X Do not send PII over e-mail or fax

- Use SASID/EDID over student/staff name whenever possible
 - Usually, first 5 digits is enough
 - Use LASID if available

X Do not share PII with unauthorized individuals

- School SIS administrator should check user permissions to ensure staff only have access to what they need and no more (information security)

X Do not share passwords

How to Share PII with CSI

FileZilla FTP Accounts

- Account needed for school data submissions contacts
- Request account from CSI's Data Submissions Team
- Human Resources collection may require special permission
- Follow instructions for downloading and using FileZilla, linked below



Instructions for downloading and using FileZilla:

<https://resources.csi.state.co.us/securely-sharing-data-with-csi/>



FileZilla Structure

The screenshot shows the FileZilla interface with two panels. The left panel, labeled 'Your Computer (local site)', shows a tree view of local folders including 'RITS Submissions', 'READ Act Data Collection', 'Pre-Coded Labels', 'Peg's Data', 'OCTOBER COUNT', 'Nutrition', 'MIGRANT', 'MARCH REPORT CARD', 'Information Requests', 'HR Report', 'EOY', 'EDIS', 'Data Pipeline to review', and 'Data Pipeline'. The right panel, labeled 'File share side with CSI (remote site)', shows a list of files and folders with columns for filename, filesize, filetype, and last modified. A red arrow points from the local site label to the local site panel, and a green arrow points from the remote site label to the remote site panel.

Local site: Your Computer (local site)

Filename	Filesize	Filetype	Last modified
RITS Submissions		File folder	7/22/2014 2:43:51 ...
READ Act Data Collection		File folder	3/31/2014 9:52:22 ...
Pre-Coded Labels		File folder	11/6/2013 1:44:52 ...
Peg's Data		File folder	8/20/2014 8:47:46 ...
OCTOBER COUNT		File folder	8/4/2014 9:56:46 AM
Nutrition		File folder	10/8/2012 7:55:33 ...
MIGRANT		File folder	10/18/2011 11:28:3...
MARCH REPORT CARD		File folder	2/24/2014 3:19:38 ...
Information Requests		File folder	7/10/2014 3:11:58 ...
HR Report		File folder	8/18/2014 9:16:54 ...
EOY		File folder	4/7/2014 4:24:19 PM
EDIS		File folder	7/10/2014 2:38:14 ...
Data Pipeline to review		File folder	6/13/2013 3:25:36 ...
Data Pipeline		File folder	8/20/2014 8:14:02 ...

Remote site: File share side with CSI (remote site)

Filename	Filesize	Filety...	Last modified
..			
CECF_C_SASID_Results_07-11-2014-2+3.xlsx	15,369	Micr...	7/11/2014 3:14:49 PM
2010-11 SPED Roster.slk	6,242,639	Micr...	11/25/2013 11:34:30 AM
HR-CSCA.xls	9,895,936	Micr...	11/15/2013 1:20:32 PM
TRPaul_SnapShot09262013.xls	33,280	Micr...	9/26/2013 2:14:44 PM
Final EOY 12-13 B- File.xlsx	898,048	Micr...	8/21/2013 10:31:14 PM
Final EOY12-13 A- File.xlsx	4,056,385	Micr...	8/21/2013 10:31:00 PM
CSI WIDA summary sheet.pdf	331,763	Adob...	8/1/2013 1:32:19 PM
High School-Algebra.xls	86,016	Micr...	7/20/2013 11:52:38 PM
New America School Lowry		File f...	8/19/2014 11:50:32 AM
Colorado Springs Charter Academy		File f...	8/18/2014 5:01:13 PM
Youth and Family Academy		File f...	8/18/2014 3:58:41 PM
The Pinnacle Charter School		File f...	8/15/2014 5:03:54 PM
Community Leadership Academy		File f...	8/15/2014 1:41:44 PM

Instructions for downloading and using FileZilla:

<https://resources.csi.state.co.us/securely-sharing-data-with-csi/>



FileZilla Folder/File Structure

Remote site: // [redacted] /Submissions/October Count/SY 21-22

- [-] Submissions
 - ? December Count
 - ? EOY
 - ? March Report Card
 - [-] October Count
 - + SY 20-21
 - + SY 21-22

Select the folder of the appropriate data collection within the Submissions folder (ex: October Count).

Select the folder of the appropriate school year (ex: SY 21-22)

You'll see multiple subfolders (Files to Run, Error Reports, and possibly others).

Filename	Filesize	Filetype	Last modified
..			
Files to Run			
Error Reports		File folder	7/7/2021 3:50:36 F
Summary Certifications		File folder	7/7/2021 3:50:46 F
October Count Audit Documents		File folder	7/7/2021 3:51:14 F

Upload your student data files to "Files to Run"

Download your error reports from "Error Reports"



Naming Data Files

CSI Standard Convention:

School Code_School Name/Abbreviation_Interchange File
Type_Date

October Count File Name Examples:

- Student Demographic (SD) interchange file for Golden View Classical Academy
 - 3393_GVCA_SD_09022021
- School Student Association (SSA) interchange file for High Point Academy
 - 0655_HPA_SSA_09022021



Thank you!

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