



# Memo

Subject: Student Survey Access

Date: November 2, 2022

From: Mr. Derrick, Asst. Superintendent of Secondary Schools

Board of Trustees

At the end of September, our secondary schools have students register for our FastBridge academic screening for math and ELA. This process is done online. In addition to students having access to the screening registration, there was also an access point to the mySAEBRS survey. Unfortunately, a student could just click on a picture and take the survey with no password or district permission. There was no intent for students to access it, but some did.

The survey is called SAEBRS. Here is a brief description of its content:

*“mySAEBRS can be used to identify students who are at risk for social, academic, and emotional behaviors up to five times a year. By evaluating in which of the three specific domains a student is at risk, educators may determine what type of supports are most appropriate and which behaviors should be prioritized through intervention. For instance, if a student is only at risk for emotional problems, then a school may decide to target emotional behaviors via the application of social-emotional learning (SEL) programs.”*

We were notified that we had 238 students take the survey without parental permission. The majority of the students were from LCHS as it was discovered that a new teacher was asked by students if they should access the survey and this teacher assumed that since it was on the portal and accessible that it would be OK. We have taken measures to ensure that this does not happen again by removing the access to the screener during our academic screening process. We are working with the vendor to enhance the controls of the screener to include an on/off button, so only students with explicit permission would be able to open the screener. We are confident this issue will not occur again.

None of the data from students who took the survey was looked at or disaggregated other than to determine who took it. We sent a letter to the students' parents notifying them of the mistake, describing the survey's purpose, and giving them the following options:

1. Print a copy of the student's report and send it home.
2. Delete the report from our system.

Of the 238 letters sent out, 12 asked for the report and were understanding of the miscue. We deleted all other survey results.

[Letter sent to parents](#)