SERIES: 2200   **Information Management and Information Technology Operations**

2200-NASIS   <u>Native American Student Information System</u>: NASIS is a web based school and student information tracking system that captures student demographics, attendance, grades, tribal identification, medical and health information, and other information. Data may be input directly or uploaded as a PDF scanned image (generally for health information). The goal is for NASIS to serve as a student data management system used to improve student achievement and determine the number of eligible Indian School Equalization Program (ISEP) students for the equitable distribution of Congressional appropriated funds to meet their identifiable instructional and/or residential program needs. Through this system, BIE gathers the data necessary for required reporting under the No Child Left Behind Act of 2002 (NCLBA) and the Individuals with Disabilities Education Act (Idea) as well as other funding programs. As a centralized system for supporting teachers, other school staff, students, parents, and Central Office staff, NASIS contains the source data that provides the statistical reports for the various funding programs and analytical reports required by Federal and State agencies.

There is a District Edition and State Edition software application that users set up locally or regionally as applicable for NASIS access via the web. Each BIE school, about 183 schools, has their own NASIS site (District Edition) database. Data entered on each district edition is stored in a corresponding database containing separate tables linked via primary and foreign keys. A subset of the District Edition data is synchronized to a centralized database (State Edition) for BIE reporting purposes. All of the NASIS District Editions and the State Editions databases are housed on the same database server in Albuquerque. Uploaded PDFs, such as Special Ed and Health Documents, are stored in separate folders on an application server, one for each district edition. NASIS contains data from the legacy systems Web-ISEP and School Statistics Initiative (SSI). This set of disposition authorities are functional and will apply to a superseding electronic system if function and record content generally remains the same.

a. **Input Files**.

Inputs into NASIS may include student demographics, tribal identification, medical, and health information.

Textual Input Files: Apply disposition instructions approved for paper and microfilm records identified in the 5400 and 5500 Education Records Schedules.

Scanned Input Files: For inputs scanned into NASIS, apply disposition identified in items 2 and 3 of this schedule.

b. **District Edition Level Database**.

NASIS/DE is a fully featured Student Information System which is used by public school districts across the country to manage student enrollments, attendance, behavior, grades, transcripts, census, parent portal, Special Ed IEPs, and many more functional areas of a student's career between pre-school and their graduation. Contains electronic data filed to the following paper record series 5401 Student Cumulative Files, 5409 Indian School Equalization Program (ISEP), 5410 Student Attendance Files, 5411 Student Enrollment/Attendance Report Files, 5413 Education and Statistics Report Files, 5418 Exceptional Child Case Files, 5419 Individual Education Program (IEP) Service Plan Files, 5426 Student Enrollment Files, 5427 Residential Logs Files, 5428 Residential Document Files, 5430 Student Health Files, and other files. Each school district creates and maintains its own insular database housed on BIE server in Albuquerque. There are approximately 183 schools and each school database serves as an index for the corresponding paper record series in its school.

1. **District Edition Level Master Data Files**.

    Disposition Instructions: PERMANENT. Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

    Data restricted in accordance with Privacy Act Notice as required.

2. **NASIS/DE Archival Standard Scanned Images and Documents.**

    Uploaded PDFs, such as Special Ed and Health Documents and corresponding metadata are stored in separate folders on an application server, one for each district edition. Each school using the system may not be scanning the documents at archival standard resolution (300-600 dpi) levels that ensure permanent preservation. The documents are captured for permanent retention in the corresponding paper student files.

    Disposition Instructions: PERMANENT. Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal

transfer of the records will be as jointly agreed to by DOI and NARA, as specified in NARA standards applicable at the time of transfer.

3. **NASIS/DE Non-Archival Standard Scanned Images and Documents**.

   Uploaded PDFs, such as Special Ed and Health Documents, and corresponding metadata are stored in separate folders on an applicable server, one for each district edition. Each school using the system may not be scanning the documents at archival standard resolution (300 dpi) levels that ensure permanent preservation. The documents are captured for permanent retention in the related paper student files.

   Disposition Instructions: **TEMPORARY**. Cutoff at end of school year in which the student completes or terminates his/her school career. Retain student data a minimum of 5 years and destroy /delete when no longer needed for reference, whichever is later.

   Data restricted in accordance with Privacy Act Notice as required.

c. **State Edition Level Database Master Data Files**.

   The NASIS/SE application captures data elements required by legislation for funding of Bureau Funded Schools. A number of programs such as ISEP as well as Special Education, Free and Reduced, Title I, and other programs mandated by the US Department of Education (DOEd) are tracked. A subset of each school's (District Edition) data is synchronized at the State Edition level in an insular database that feeds the data to BIE for reporting purposes. There are about 183 schools operated on 64 reservations in 23 states.

   Disposition Instructions: **PERMANENT**. Create duplicate copy off-line and transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

d. **NASIS Master Data Files**.

NASIS is a data warehouse that contains all data input via the NASIS/STATE through to the BIE Electronic Line Officers (ELO) to certify accuracy. This system contains demographic and statistical data as well as personal student identifiers. Also contains the data subject to analysis for report outputs (paper and electronic). Tracking trends needed for DOEd School System, and the particulars for the BIE school system reporting.

Disposition Instructions.   **PERMANENT**. Create duplicate copy off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

e. **System Generated Documents/Outputs**.

System Generated Documents Organized by Program, Regional, Agency or Field Office' Data compilation reports (e.g, Management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. Subject files filed by system report name, Program, Region, Agency or Field Office, job run date and fiscal year.

Disposition Instructions: **PERMANENT**. Cutoff at end of fiscal year. Transfer paper records to the records center and electronic records to the National Archives 2 years after cutoff or when no longer needed for current business operations, whichever is less. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable the time of transfer.

Data restricted in accordance with Privacy Act Notice as required.

f. **System Documentation**.

Contents: Records include system data specifications, file specifications, code books, record layouts; user guides and manuals; output specifications, and final reports relating to the Native American Student Information System.

Disposition Instructions: **PERMANENT**. Transfer to the National Archives with the permanent electronic records to which the documentation relates. [Disposition Authority GRS 20/11a(2)].

Additional Information for: Native American Student Information System (NASIS)

Superseded Records and Authorities: None – new unscheduled electronic system.

Related Records:

BIA Series/System Number
IARS   5401   Student Cumulative Case Files, Permanent. (NARA Job Number N1-75-05-5/Item 5401)
          5409   Indian School Equalization Program (ISEP), Permanent. (NARA Job Number N1-75-05-5/Item 5409)
          5410   Student Attendance Files, Permanent. (NARA Job Number N1-75-05-5/Item 5410)
          5411   Student Enrollment/Attendance Report Files, Permanent. (NARA Job Number N1-75-05-5/Item 5411)
          5413   Education and Statistical Report Files, Permanent (NARA Job Number N1-75-05-5/Item 5413)
          5418   Exceptional Child Case Files, Permanent. (NARA Job Number N1-75-0505/Item 5418)
          5419   Individual Education Program (IEP) Service Plan Files, Permanent. (NARA Job Number N1-75-05-5/Item 5419)
          5420   Intensive Residential Log Files, Permanent. (NARA Job Number N1-75-05-5/Item 5420)
          5426   Student Enrollment Files, Permanent. (NARA Job Number N1-75-05-5/Item 5426)
          5427   Residential Log Files, Permanent. (NARA Job Number N1-75-05-5/Item 5427)
          5428   Residential Document Files, Permanent. (NARA Job Number N1-75-05-5/Item 5428)
          5430   Student Health Files, Permanent. (NARA Job Number N1-75-05-5/Item 5430)

SERIES: 2200   **Information Management and Information Technology Operations**

Supplementary System Description:

Users: Central Office Analyst and Planners, School Staff, OIEP Senior Management, Education Line Offices/Officers, Parents, Students and the System Security Manager.
Program: Office of Indian Education
Function: Student Data Management
Location: Albuquerque, New Mexico

Point of Contact:
- Kevin Moore, Business Owner, Acting Director OIEP, Washington, D.C. - (202) 208-6123
- Thomas Dowd, Director BIE, Washington, D.C. - (202) 208-6123
- Denise Salyers, NASIS Implementation Specialist, Washington, D.C. – (202) 208-4781