

Data Sharing Process for the NYCDOE

Updated: June 2020

This document outlines the requirements for initiating third party data sharing from the DOE via Clever. All data shares for school-purchased applications **must be authorized by the school's principal and IT Governance before sharing begins.**

Sharing Data via Clever for the First Time Ever?

1. The school's principal must email ITDataRequest@schools.nyc.gov. The email must come only from the school principal's DOE email address or it will not be accepted.
2. The subject line must include the school's DBN (DDBNNN) and the vendor name.
3. On the cc line, include the email address of vendor representative.
4. The body of the email must include:
 - a. A statement indicating the data that you are authorizing to be shared (e.g. *"I authorize NYCDOE to share my roster data with <vendor> via Clever for the 202x-202x school year."*).
 - b. Justification statement: who will access the application and how the application will benefit students and/or teachers/administrators.
 - c. Vendor name and vendor contact name, email address, phone number and mailing address.
5. Email attachments must include:
 - a. Signed reference agreement (e.g. purchase order, MOU, contract). The start date and end date of the data sharing should be specified in the document.
 - b. List of data elements (e.g. *roster data*).

Renewing an Existing Contract or with an Approved Vendor?

1. The school's principal must email ITDataRequest@schools.nyc.gov. The email must come only from the school principal's DOE email address or it will not be accepted.
2. The subject line must include the school's DBN (DDBNNN) and the vendor name.
3. On the cc line, include the email address of vendor representative.
4. The body of the email must include:
 - a. A statement indicating the data that you are authorizing to be shared (e.g. *"I authorize NYCDOE to share my roster data with <vendor> via Clever for the 202x-202x school year."*).
5. Email attachments must include:
 - a. A FAMIS Purchase Order.
6. The IT Governance team, reviews the request, validates the vendor completed the compliance process, verifies the FAMIS PO, and sends a DocuSign to the Principal to authorize the release of their school data.
7. The Principal signs the DocuSign.
8. The IT Governance Team approves the data share and loops in Clever Enterprise Support.
9. The Clever team creates data share and notifies the IT Governance team, the vendor, and the principal that sharing is complete.

For more information, please visit: <https://infohub.nyced.org/nyc-doe-topics/it/technology-at-the-doe/vendors/clever>