



**EMBARGOED DATA RELEASE  
LEADERSHIP AND STAFF**

**NONDISCLOSURE AGREEMENT**

The Office of Assessment and Accountability (OAA) in the Kentucky Department of Education (KDE) processes individual student data and generates reports to fulfill federal and state requirements. Until the public data release is completed by KDE, data and reports are **embargoed**.

During an embargo, district and school staff may discuss the data; however, **data cannot be shared in public meetings or by the media until public release.**

To protect the confidentiality of the summary data and reports, only authorized persons are permitted to view the data. Authorized persons include Board of Education members, School-Based Decision-Making Council members, district Advisory Council members, District Assessment Coordinator (DAC), Building Assessment Coordinator, Superintendent and Principal. Superintendents may permit other leadership roles and school staff to view the data prior to public release.

Before accessing data and reports, the DAC(s) and each authorized person must commit to maintaining the security of the embargoed data by signing this Nondisclosure Agreement. The agreement permits discussion of the data between the DAC and other authorized persons.

The undersigned is authorized to view or discuss embargoed data. The undersigned agrees to the terms of this agreement restricting the disclosure of data and understands that this data is embargoed until publicly released by the Kentucky Department of Education.

\_\_\_\_\_  
**Print Name of Authorized Person**

\_\_\_\_\_  
**School/District**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Role**