HMH

Data Purge Request Form

Reminder: **You may not need to fill out the form. In the past, many districts purged their data each year in order to start the new school year clean. However, HMH no longer recommends purging to clean up your data every year. See the Purging Data section below for HMH recommendations.**

Your Name _____ Email _____ Phone _____ Title _____

District Name _____ City _____ State _____ MDR PID _____

How to Submit

Please complete this Purge Request Form, scan, and submit a pdf of the completed form with proper signatures to the email address below. Upon receipt, HMH Support will forward you an assigned case number. Please retain this case number to follow the progress of your request.

Email: rostering@hmhco.com   **Phone:** 800.323.9239; Option 3

Recommendations

Summer School: Before scheduling an purge make sure it will not impact school while it is in session.
Please note: Be sure to allow 2 weeks to complete the purge request once it is submitted.

Administrator Accounts: Often districts will find a number of users with school or district administrator access that may no longer be necessary due to role changes over the years. Be sure to look this area over to properly remove any accounts that are no longer necessary. Do not remove your own account and add that to the exemption list below.

Purge Impacts

Curriculum and Assessment leaders and other key stakeholders need to be informed of the purge and the consequences. Purging users from ThinkCentral or Holt McDougal Online will permanently remove the users and any data that was created or associated with their accounts across these platforms, as well as dependent platforms such as Personal Math Trainer, Waggle and/or Amira, Continuum, ExamView, and HMH Player. No data will be retained, and you will not be able to reverse this action.

Examples of data that will be removed:

- Personal Math Trainer Powered by Knewton, including longitudinal and adaptive scoring for students

- Any *my*WriteSmart items users may have saved to their portfolio

- Notes taken and highlighted by students or teachers

- All teachers' *my*SmartPlanner settings and customized lessons, ExamView test(s) they may have uploaded, custom tests created with Personal Math Trainer, and any custom lessons they have created within the HMH Player

- Removal of data from ThinkCentral, Holt McDougal Online, and ED: Your Friend in Learning Online will automatically remove Continuum Assessments and high stakes assessment scores

If you are a District that has charter schools, you will need to fill out the custom request and the append.

Statement to Hold Harmless

By submitting this form, the requester, on behalf of the requester's organization, accepts full responsibility for the permanent removal of any identity, data, or scores that will be purged based on submittal of this form.

Requestor Signature:_____   **Date:** _____

Based on this request, Houghton Mifflin Harcourt will permanently remove the selected data from the program platform(s). Please complete this form in full and return. Once HMH receives your completed form we will schedule your purge or HMH may contact you with questions concerning the form.

Submission of this form includes acknowledgement that if user accounts are selected to be purged, any and all associated data, including assessment data, will no longer exist for use, reporting, and/or viewing after the purge has taken place.

Optional Approvals

If you are required to obtain additional approvals please fill out the table below. Otherwise, by submitting this Purge Request Form you are representing that no such additional approval is required and that you are duly authorized to make this purge request on behalf of your organization.

Requested By	Signature	Date	Contact Info/Title
Superintendent Approval			
Curriculum: Reading			
Curriculum: Math			
Curriculum: Assessment			
Curriculum: Science, Social Studies, Foreign Language, Other			

Selection of Records to be Purged   *All sections are required.*

Platform	**All**	**ThinkCentral** **Holt McDougal Online** **Ed, Your Friend in Learning**

Objects   **Classes**   **Students**   **Teachers**

Administrators *(Note: Administrator records must be added manually as they cannot be imported.)*
Exclude my account: _____

Options   **Purge From All Schools/All Grades**
Purge Just the Inactive Records
Do Not Purge, Just Inactive
Custom Request *(see appendices)*

Do not process purge before: (mm/dd/yyyy) _____   or after: (mm/dd/yyyy) _____

Custom Comments

Appendices

Note: You can include additional documents as attachments if you need to provide more information.
If purging all schools and all grades - these do not need to be completed.

Appendix A – School Selection Records for all schools will be purged if nothing is specified here. <u>Learn more</u> about locating your school MDR PIDs.

Purge Data From	Only the Following Schools
	All Schools <u>Except</u> Those Listed Below

School Name	School MDR PID

Appendix B – Grade Selection

Purge data only from the grades checked below. Records for all grades are purged if nothing is specified here.

All Grades	1	4	7	10
Pre-K	2	5	8	11
K	3	6	9	12

Appendix C – Class Selection

Records for all classes are purged if nothing is specified here.

Purge Data From   **Only the Following Classes**
All Classes <u>**Except**</u> **Those Listed Below**

School MDR PID	Teacher Username	Class Name

Appendix D – User Exceptions *(Students/Teachers/Administrators)*

Please do not remove these accounts.

(Be aware that whenever you retain users the possibility of generating duplicate user accounts exists with your next upload.)

Platform	Username

Houghton
Mifflin
Harcourt™