

# De-Identification Cheat Sheet for NotebookLM

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*Quick reference for ensuring student privacy when using AI tools*

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## BEFORE YOU START

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**NEVER upload student data to NotebookLM without de-identification!**

This process removes or replaces information that could identify individual students while preserving the educational value of the data.

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## 5-STEP DE-IDENTIFICATION PROCESS

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### Step 1: Remove Direct Identifiers

- ☐ Student names (first, last, nicknames)
- ☐ Student ID numbers
- ☐ Social Security numbers
- ☐ Addresses (home, school)
- ☐ Phone numbers
- ☐ Email addresses
- ☐ Parent/guardian names
- ☐ Teacher names (except your own)
- ☐ Specific school names

## **Step 2: Replace with Generic Terms**

- ☐ Use "Student A," "Student B," or "the student"
- ☐ Replace school names with "elementary school," "middle school," etc.
- ☐ Use "suburban district," "urban district," "rural district"
- ☐ Replace teacher names with "general education teacher," "speech therapist," etc.

## **Step 3: Generalize Dates and Ages**

- ☐ Use age ranges instead of birthdates (e.g., "9-year-old" not "born 4/15/2014")
- ☐ Use general time periods ("fall semester," "last month")
- ☐ Remove specific incident dates
- ☐ Use school years instead of calendar years when possible

## **Step 4: Remove Unique Characteristics**

- ☐ Rare medical conditions that could identify a student
- ☐ Unique family circumstances
- ☐ Specific assistive technology models
- ☐ Unusual behavioral incidents
- ☐ Distinctive physical characteristics

## **Step 5: Final Review**

- ☐ Read through entire document
  - ☐ Use "Find & Replace" to catch missed names
  - ☐ Have a colleague review if possible
  - ☐ Ask: "Could someone identify this student from this information?"
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## BEFORE & AFTER EXAMPLES

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### Example 1: IEP Documentation

#### ✗ BEFORE (Identifiable):

*John Smith (DOB: 4/15/2014, ID: 12345) attends Lincoln Elementary in Springfield. He has been diagnosed with ADHD and dyslexia by Dr. Jones at Children's Hospital. His mother, Sarah Smith (555-123-4567), reports challenges with homework completion.*

#### ✓ AFTER (De-identified):

*A 9-year-old student attends elementary school in a suburban district. The student has been diagnosed with ADHD and dyslexia. The parent reports challenges with homework completion.*

### Example 2: Behavior Data

#### ✗ BEFORE (Identifiable):

*On 3/12/2025, Emma Johnson had 3 incidents of disruptive behavior in Ms. Garcia's math class. During the 2nd incident at 10:15 AM, she threw her textbook and was sent to Principal Williams' office.*

#### ✓ AFTER (De-identified):

*In March, the student had 3 incidents of disruptive behavior during math class. During one incident, the student threw materials and required administrative intervention.*

### Example 3: Assessment Results

#### ✗ BEFORE (Identifiable):

*Michael Rodriguez scored 85 on the WISC-V administered by Dr. Peterson on 2/28/2025 at Roosevelt Middle School. His parents, Maria and Carlos Rodriguez, were present for the feedback session.*

#### ✓ AFTER (De-identified):

*A 7th-grade student scored 85 on a cognitive assessment administered in February. Parents were present for the feedback session.*

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## **HELPFUL TOOLS**

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### **Find & Replace Shortcuts**

Use your word processor's Find & Replace function:

Find	Replace With
[Student's actual name]	Student A
[School name]	elementary school
[Teacher name]	classroom teacher
[Specific date]	[general time period]
[Parent name]	parent/guardian

### **Quick Check Questions**

Before uploading, ask yourself: - Could someone identify this student? - Are there any unique details that stand out? - Would I be comfortable if this information became public? - Does this maintain the student's dignity and privacy?

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## **COMMON MISTAKES TO AVOID**

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### **Don't Forget These Identifiers:**

- Initials (J.S. for John Smith)
- Usernames or login IDs
- Locker numbers or classroom assignments
- Sibling names mentioned in documents

- Specific medication names (use categories instead)
- Exact test scores with dates (generalize when possible)

### **Don't Over-Generalize:**

- Keep educationally relevant details
  - Maintain disability categories when relevant
  - Preserve grade levels and age ranges
  - Keep intervention types and strategies
  - Maintain timeline relationships (before/after)
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## **QUICK REFERENCE CHECKLIST**

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### **Before uploading ANY document to NotebookLM:**

- ☐ All names removed or replaced
- ☐ All ID numbers removed
- ☐ All contact information removed
- ☐ Dates generalized appropriately
- ☐ Unique characteristics removed or generalized
- ☐ Document reviewed by colleague (if possible)
- ☐ Final "identifiability test" completed

**Remember:** When in doubt, generalize more rather than less!

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## **EMERGENCY PROTOCOLS**

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### **If You Accidentally Upload Identifiable Information:**

1. **Immediately delete the notebook**
2. **Clear your browser cache**

3. Report the incident to your district's privacy officer
4. Document what happened and steps taken
5. Review your de-identification process

### If You're Unsure About Something:

1. Don't upload it
  2. Consult with your special education coordinator
  3. Check your district's AI tool policies
  4. When in doubt, err on the side of caution
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## WHO TO CONTACT

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**For Technical Questions:** - District IT Support - Special Education Technology Coordinator






**For Privacy Questions:** - District Privacy Officer - Special Education Director - School Principal

**For Legal Questions:** - District Legal Counsel - State Department of Education

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## REMEMBER THE GOAL

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De-identification allows you to: -  Use AI tools to improve your practice -  Analyze student data for better decisions -  Create more efficient documentation -  Maintain student privacy and dignity -  Comply with FERPA and district policies

**The goal is to preserve educational value while protecting student identity.**

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## ADDITIONAL RESOURCES

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- FERPA Guidelines: [studentprivacy.ed.gov](https://studentprivacy.ed.gov)

- **District AI Policies:** Check your employee handbook
  - **Professional Development:** Ask about AI ethics training
  - **Peer Support:** Connect with colleagues using AI tools
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*Keep this cheat sheet handy whenever you're preparing student data for AI analysis. When in doubt, always choose privacy protection over convenience.*

**Last Updated:** July 2025

**Next Review:** December 2025