

De-Identification Cheat Sheet for NotebookLM

Quick reference for ensuring student privacy when using AI tools

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BEFORE YOU START

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.



5-STEP DE-IDENTIFICATION PROCESS

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

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.

HELPFUL TOOLS

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?

COMMON MISTAKES TO AVOID

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

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!



EMERGENCY PROTOCOLS

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

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

REMEMBER THE GOAL

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.

ADDITIONAL RESOURCES

- FERPA Guidelines: 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: June 2025

Next Review: December 2025