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Office of Management and Compliance Audits

**SUBJECT: INTERNAL AUDIT REPORT – AUDIT OF ELECTRONIC
GRADE BOOK SECURITY AND CONTROLS**

COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS

LINK TO STRATEGIC

FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY

In accordance with the approved audit plan for the 2012-13 Fiscal Year, we have completed an audit of Electronic Grade Book (EGB) – Security and Controls.

In general, our audit shows that the District's use of the EGB application is accomplishing the intended goal of facilitating and modernizing the recording of student academic data and making this information easily available to parents via the District's "Parent Portal." However, our audit disclosed a strong need for the implementation of certain controls, procedures, and best practices that would improve the security of student data as well as enhance overall use of the EGB.

We have made 18 recommendations in the report which include incorporating policies and procedures into the existing EGB handbook, implementing automated software and streamlining critical processes by users of the system. The administration concurred with most of the recommendations and already implemented or has agreed to implement most of them.

The School Board Audit and Budget Advisory Committee reviewed this report at its March 11, 2014, meeting and recommended transmitting it to the School Board.

Copies of this report were distributed and placed on file in the Office of the Recording Secretary to the School Board and in the Citizen Information Center. Additional copies will be provided upon request.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, receive and file the Internal Audit Report – Audit of Electronic Grade Book Security and Controls.