# Student Data Permission Form

[Insert grantee name]

You have enrolled your student in [insert grantee name]’s 21st Century Community Learning Centers program. This program is funded in part by a 21st Century Community Learning Centers grant through the Pennsylvania Department of Education (PDE). Our use of this funding for the program requires that we report certain results to the PDE, including academics, attendance, discipline, behavior, activity participation, and classroom performance. In addition to compliance with reporting requirements, use of these data assists program managers to make informed decisions about program adjustments and improvements, matching students with needs, program sustainability, and program replication in other sites. Our reporting of positive student results may increase our chances of securing continued or additional funding to operate this program.

While the program will collect and maintain information about your student’s participation and attendance at our program, there are certain data that [insert grantee name] must collect from your child’s school. These data include: [delete those from the list that do not apply and add additional data, if needed]

PASecureID Number

School attendance & tardiness

Student state assessment data

Report card grades/GPA

School discipline data

Feedback from teachers and administrators

Dropout/promotion status

Demographic data

[Insert grantee name]’s plan to safeguard student, teacher, and school data can be obtained from [insert name of grantee contact with phone number and/or email address].

All information collected will be restricted and used solely for serving student needs and approved program evaluation purposes. Each staff member who has access to data receives proper training and ongoing updates on the importance of confidentiality of the data, including the specifics of the Family Educational Rights and Privacy Act **(FERPA).**  Information can be found at USDE's FERPA page:

http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

[insert grantee or evaluator name] will not release under any circumstances, identifiable information to any other person or organization without written consent from the student, parent, or individual. According to FERPA, the following information is considered “directory” information and may be disclosed without consent: students’ name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

By my signature, I authorize [insert grantee name] to collect and maintain data for my student named below for the purposes of matching my student to services and for program evaluation and reporting. I understand that my student will not be identifiable in any reports to entities or individuals outside of [insert grantee name and/or school district name].

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Parent Name (please print) Student Name (please print)

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Parent Signature Date