

Explanation of Student Data Request

Agency Name: The Skills Center, Inc.

Program Name: Middle School Youth Opportunity (YO)

We would like your permission to use your child's educational data to evaluate the effectiveness of our program services. This data is needed as part of our contract with the Children's Board of Hillsborough County, who funds this program. They will use this information to determine whether the program is having a measurable effect on your child's academic success and to monitor contract compliance. In addition, this data will help us improve our program for your child and for future students.

What educational records are needed?

With your permission, we will obtain data about your child from Hillsborough County Public Schools. This is private information that we must have your approval to use. We are requesting the following records:

- *Grade Promotion*

You can decide if you want your child's data to be used. It is up to you. Your child can still participate in this program even if you don't want us to use his/her information to evaluate the program.

Federal law (*FERPA*) requires us to keep educational information about your child private. We will keep your child's records private by securing records in a locked file or secure electronic record with only authorized staff having access to your child's information. We will only use the educational data for the purposes explained in this document. This information will be kept on file for review for 5 years from the year in which this form was signed. Your child's educational information as well as these authorization and release forms will be securely destroyed. The data shared with the Children's Board will be entered into a secure database system which will be retained for 5 years and all identifying information will be deleted during the 6th year following receipt of the data.

What happens if you decide not to release your child's data?

You should only agree to release your child's information if you want to do so. You should not feel that there is any pressure to release it. If you decide not to release your child's data, or if you release it now and later change your mind, your child will still be able to participate in this program.

If you have any questions or concerns, call Sabrina Butts at (813) 703-1324 x120 or Hillsborough County Public Schools' Office of Assessment and Accountability, Academic Services at (813) 272-4346.

Please check one of the boxes below:

- I understand and consent to release my child's data to the Children's Board for program evaluation purposes.
- I do not consent to release my child's data to the Children's Board for program evaluation purposes.

Printed Name of Student

Student ID (7-digit district #)

Printed Name of Parent/Guardian (At least 18 years of age)

Parent/Guardian Signature

Date