



# PARENTAL CONSENT FOR DATA SHARING WITH AFTERSCHOOL PROGRAM

## BEST PRACTICES FOR PARENTAL CONSENT FORM DISTRIBUTION AND STORAGE:

Please only collect data that is required for your funding/funders.

Please inform families why you are collecting the data you are requesting.

For example, "These data points will help our program:

- Tailor activities and support to meet your child's individual needs.
- Track their progress and celebrate their achievements.
- Communicate effectively with you and their teachers.
- Fulfill reporting requirements for grants and funding sources."

Remember: It is crucial to prioritize clear communication, accessibility, and convenience to encourage parental participation and obtain informed consent.

In-person distribution allows for direct communication with parents, an opportunity to answer questions, and immediate collection of signed forms. Paper distribution of this form adheres to best data privacy practices and regulations and protects sensitive student information on the Internet.

Providing a language translation of the form is crucial to ensure that all parents understand their rights and can make informed decisions.

You may only collect optional student data with written consent from the student's parent or from a student who has turned 18.

- Information related to an IEP or needed to provide special needs services
- Biometric information used to identify the student
- Information required for a student to participate in an optional federal or state program (e.g., information related to applying for free or reduced lunch)

Certain sensitive information on students collected via a psychological or psychiatric examination, test, or treatment, or any survey, analysis, or evaluation can only be collected with parental consent. You will receive a separate consent form in these cases. See our Protection of Pupil Rights Act (PPRA) notice for more information.

Never collect a student's social security number or criminal record, except as required by Utah Code Section [80-6-103](#).

Please adhere to FERPA collection and storage retention schedules with this sensitive data.

OST programs should consult with legal counsel to ensure that their consent forms and data-sharing practices follow all applicable laws and regulations.

## DATA POINTS TO CONSIDER FOR COLLECTION:

- Student full name, date of birth, and sex
- Parent and student contact information and/or custodial parent information
- A student identification number (including the student's school ID number and the state-assigned student identifier, or SSID)
- Local, state, and national assessment results or an exception from taking a local, state, or national assessment (click [here](#) for more information on assessments)
  - Programs receiving 21st Century Community Learning Centers (21st CCLC) funds collect outcome measures tied to student attendance, including growth in English literacy state assessments for students in grades 4-8, growth in mathematics on state assessments for students in grade 4-8, improved grade point averages (GPA) for students in grades 7-8 and 10-12 who had a prior-year GPA of less than 3.0, improved attendance rate for students in grades 1-12 who had an attendance rate at or below 90% in the prior school year, decreased behavioral incidents for students in grades K-12 who had one or more behavioral incidents in the prior school year, increased engagement in learning, as measured by teacher surveys, for students in grades 4-12.
- Courses taken and completed, credits earned, and other transcript information
- Course grades and grade point average
- Grade level and expected graduation date or graduation cohort
- Attendance and mobility
- Drop-out data
- Race, ethnicity, or tribal affiliation
- Remediation efforts
- Student injury information
- A disciplinary record created and maintained as described in Utah Code Section 53E-9-306
- Juvenile delinquency records
- English language learner status
- Child find and special education evaluation data related to initiation of an IEP