

## 1. What do we mean by Community Based Organization?

*The term community-based organization refers to a public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community; and provides educational or related services to individuals in the community.*

## 2. What data is available to Community Based Organizations?

*Seattle Public Schools provides data for Community Based Organization through the Data Access Framework which includes:*

- *Aggregate level data is available without any permissions from the OSPI website <http://www.k12.wa.us/>*
- *School reports are provided for every [Seattle Public School](#)*
- *Individual student data is available on [The SOURCE](#)*
- *[The Automated Data Report](#)*
- *More detailed data reports available through [SPS Research, Evaluation, and Assessment \(REA\)](#)*

## 3. What is FERPA?

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>*

## 4. What common mistakes will delay or not process our organization request?

1. Illegible forms will not be accepted.
2. Missing signature of Parent/Guardian on family consent forms (No exceptions—will not process).
3. Form signed by someone other than the Parent/Guardian on record.
4. Missing Student Name, Date of Birth and seven digit Seattle Schools student I.D. number.
5. Invalid or missing email address and name of staff person.
6. Student is no longer enrolled in SPS.
7. No agency contact information (i.e. staff name, business mailing address, phone number).
8. <For Approved Institutional Service Exemptions> Principals MUST send the approved student lists and IDs to [communitypartnerships@seattleschools.org](mailto:communitypartnerships@seattleschools.org) for IS partners. Student lists will not be accepted directly from CBOs.

## 5. Can we submit multiple requests for our staff, volunteers, and mentors?

*Yes. Be sure to properly inform all staff including volunteers/mentors of Family Educational Rights and Privacy Act and Seattle Public School District procedures. The signer of the DSA is responsible for appropriate stewardship of identifiable student data. Please submit valid organization email addresses for each individual staff, volunteer, and/or mentor on the provided template and deliver with your packet of application materials.*

## FAQs for CBOs Accessing Data

6. **How long does it take for our request to process?**

*Four to six weeks depending on the time of year.*

7. **Our organization has created our own parental consent form—can we use our form instead of the Seattle Public Schools District issued form?**

*No, we want make sure we are consistent and following FERPA and Seattle Public School procedures.*

8. **Who should we contact for further data questions?**

*Nick Hernandez, our Partnership Data & Systems Manager  
[nrhernandez@seattleschools.org](mailto:nrhernandez@seattleschools.org) or 206-252-0518.*