

COMMUNITY BASED ORGANIZATION  
DATA SHARING AGREEMENT BETWEEN  
SEATTLE SCHOOL DISTRICT NO. 1  
AND

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We encourage all partners requesting a Data Sharing Agreement to formalize their partnership with Seattle Public Schools by completing a Memorandum of Understanding/Agreement (MOU/A), Personal Services Contract (PSC) or other formal contract. Please include your reference number here if applicable:

Contract #: \_\_\_\_\_

Superintendent Procedure 4265SP requires an inventory of partnerships for a district-wide database. To assist in the maintenance of this inventory, please list the school(s) your organization is currently serving:

This Data Sharing Agreement (“DSA”) is entered into between Seattle School District No. 1, a Washington municipal corporation (“District”) and \_\_\_\_\_ (“Requestor”), a community based organization that provides \_\_\_\_\_ services to District students. This contract has the following overriding goals:

1. Preserving the anonymity of student identities, including assurance that identifiable student data is not released to third parties;
2. Enhancing the ability of the District and the Requestor to improve academic achievement for District students by allowing access to individual student records consistent with the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g; and
3. Accurately measuring the District and the Requestor’s progress toward improving student outcomes and indicators, and meeting set targets and other goals.

NOW, THEREFORE, THE DISTRICT AND \_\_\_\_\_ AGREE AS FOLLOWS:

I. OBLIGATIONS OF REQUESTOR

The Requestor, representing all members of the organization, shall ensure the confidentiality of student data through the following methods:

- a. The Requestor’s data custodian(s) designated in Section I(1) shall complete the District’s Data Stewardship Training annually.
- b. The Requestor shall update the list of enrolled students on a monthly basis to remove students who cease participating in the program.
- c. The Requestor shall strictly comply with all state and federal laws that apply to the use and release

of the data, including but not limited to FERPA and its regulations, set forth at 34 C.F.R. § Part 99. When necessary to comply with FERPA, the Requestor shall procure the consent of parents or eligible students to the release and use of the data, and shall maintain and make written proof of parent or student consent available to the District.

d. The Requestor shall comply with the re-disclosure limitations set forth in FERPA, including 34 C.F.R. § Part 99.33.

e. The Requestor shall restrict access to the data only to (i) the person or persons who provide direct services to District students; or (ii) the person or persons within the Requestor's organization who have been tasked with analyzing the data; and make those persons aware of, and agree to abide by, the terms set forth in this DSA.

f. The Requestor shall not release or otherwise reveal, directly or indirectly, the data to any individual, agency, entity, or third party not included in this DSA, unless such disclosure is required by law or court order.

g. The Requestor shall not distribute, reprint, alter, sell, assign, edit, modify or create derivative works or any ancillary materials from or with the data, other than publications permitted under Sections I(m) and I(n).

h. The Requestor shall not use data shared under this DSA for any purpose other than the goals outlined in this DSA. Nothing in the DSA shall be construed to authorize Requestor to have access to additional data from the District that is not included in the scope of the DSA (or addenda). Requestor understands that the DSA does not convey ownership of the data to Requestor.

i. The Requestor shall take reasonable security precautions and protections to ensure that persons not authorized to view the data do not gain access to the data. Reasonable security precautions and protections include, but are not limited to:

1. Creating, distributing, and implementing data governance policies and procedures which protect District data through appropriate administrative, technical, and physical security safeguards, and outline staff responsibilities for maintaining data security;
2. Encrypting all District data carried on mobile computers/devices;
3. Encrypting District data before it is transmitted electronically;
4. Requiring that users be uniquely identified and authenticated before accessing District data;
5. Establish and enforce well-defined data privilege rights which restrict users' access to the data necessary for them to perform their job functions;
6. Ensuring that all staff accessing District data sign an affidavit of nondisclosure, attached as Exhibit A, and maintain copies of signed affidavits;
7. Securing access to any physical areas/electronic devices where sensitive data are stored;
8. Installing a firewall to permit or deny network transmissions based upon a set of rules;

9. Installing anti-virus software to protect the network.

j. The Requestor shall report all known or suspected breaches of District data, in any format, to the District's Data Reporting team [datareporting@seattleschools.org](mailto:datareporting@seattleschools.org) immediately, but no later than twenty-four hours. As soon as possible, but no later than two business days, a report will also need to be delivered that shall include (1) the name, job title, and contact information of the person reporting the incident; (2) the name, job title, and contact information of the person who discovered the incident; (3) date and time the incident was discovered; (4) nature of the incident (e.g., system level electronic breach, an electronic breach of one computer or device, or a breach of hard copies of records; (5) a description of the information lost or compromised; (6) name of electronic system and possible interconnectivity with other systems; (7) storage medium from which information was lost or compromised; (8) controls in place to prevent unauthorized use of the lost or compromised information; (9) number of individuals potentially affected; and (10) whether law enforcement was contacted.

k. The Requestor shall securely and permanently destroy the data, and any and all hard and soft (electronic) copies thereof, upon the termination of this DSA. Requestor agrees to require all employees, contractors, or agents of any kind using the District data to comply with this provision. Requestor agrees to document the methods used to destroy the data, and upon request, provide certification to the District that the data has been destroyed.

l. For purposes of this DSA and ensuring Requestor's compliance with the terms of this DSA and all application of state and Federal laws, Requestor designates \_\_\_\_\_ (or an alternative designee specified in writing) the temporary custodian of the data that the District shares with the Requestor. The District will release all data and information under this DSA to said named temporary custodian. \_\_\_\_\_ shall be responsible for transmitting all data requests and maintaining a log or other record of all data requested and received pursuant to the DSA, including confirmation of the return or destruction of data as described below. The District or its agents may, upon request, review the records the Requestor is required to keep under this DSA. The District designates its Partnership Data and Systems Manager (or an alternative designee specified in writing) as its liaison for all communications with the Requestor regarding this DSA;

m. The Requestor has the right consistent with scientific standards, to present, publish, or use student results it has gained in the course of its analysis, but only if the publication, presentation, or use does not include personally identifiable information of parents, students, or teachers, and is outside the bounds of a research study. Should the Requestor use or collect data for the purpose of conducting a research study, Requestor will separately submit an External Research Request. To determine whether data use/collection constitutes a research study, Requestor shall reference the Research Guidelines ([www.seattleschools.org/REA](http://www.seattleschools.org/REA)) from the Seattle Public Schools Research & Evaluation office.

n. Should the Requestor present, publish, or use student results it has gained in the course of its analysis under Section I(m), Requestor shall adhere to the following terms:

1. The Requestor shall not publish, present, or use reports that include a cell size of less than 10. Reports must mask these cells so that the results are not revealed.
2. Publications and reports of data and information shared, including preliminary descriptions and draft reports, shall involve only aggregate data and no personally identifiable information

or other information that could lead to the identification of any student, parent, or teacher.

3. No less than 15 business days prior to public disclosure of its data analysis, Requestor will provide the District a manuscript or other draft of the proposed public disclosure. Within 15 business days following receipt thereof, the District will notify Requestor in writing if the proposed disclosure contains any confidential information and specify the portions of the proposed disclosure requiring redaction.
4. The Requestor shall provide the District, free of charge and within thirty (30) days, a copy of any report that is generated using the data.
5. Reports or articles based on data obtained from Seattle Public Schools under this DSA must include the following acknowledgment: This report/article was made possible, in part, by the support of Seattle Public Schools. Opinions contained in this report/article reflect those of the author and do not necessarily reflect those of Seattle Public Schools. The District must be cited as the source of the data in all tables, reports, presentations, and papers.
  - o. The Requestor acknowledges that any violation of this DSA and/or the provisions of FERPA or accompanying regulations related to the nondisclosure of protected student information constitutes just cause for the District to immediately terminate this DSA.
  - p. To seek access to the District's Tableau dashboard, Student-at-a-Glance, Requestor will complete the Contractor Network Account Request Form to ensure creation of the necessary security credentials to use that dashboard.

## II. OBLIGATIONS OF DISTRICT

During the term of this DSA, the District shall:

- a. Prepare and deliver student demographic and academic data as defined in Appendix A - Data File Description.
- b. Provide Data Stewardship training for data custodian.

## III. PAYMENT

No payments will be made under this agreement by either party.

## IV. INDEMNIFICATION

- a. \_\_\_\_\_ agrees that to the fullest extent permitted by law, \_\_\_\_\_ will hold harmless, defend, and indemnify the District, its agents, employees and board members from any liability, cost or expense, including without limitation penalties, losses, damages, attorneys' fees, taxes, expenses of litigation, judgments, liens, and encumbrances, to the extent arising out of or resulting from any act or omission by \_\_\_\_\_ under this DSA. The terms of this section shall survive termination of this DSA.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the \_\_\_\_\_, its agents, employees, and board members from any liability, cost or expense, including without limitation penalties, losses, damages, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, to the extent arising out of or resulting from any act or omission by District under this DSA. The terms of this section shall survive termination of this DSA.

V. NOTICES

All notices contemplated or required under this DSA shall be in writing and delivered by hand or U.S. Mail as follows:

<b>To the District:</b>	<b>Executive Director, Technology Services</b>	<b>and Chief Legal Counsel</b>
	Department of Technology	<b>Office of General Counsel</b>
	Seattle Public Schools	Seattle Public Schools
	PO Box 34165, MS 21-350	PO Box 34165 MS 32-151
	Seattle, WA 98124-1165	Seattle, WA 98124-1165
		<b>and Partnership Data and</b>
		<b>Systems Manager</b>
		Seattle Public Schools
		PO Box 34165, MS 33-160
		Seattle, WA 98124-1165

To the [name of agency and address]: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Data custodian name: \_\_\_\_\_  
Data custodian email: \_\_\_\_\_

VI. TERM

This DSA will allow for the District to provide the Requestor with student demographic and academic data, as defined in Appendix A, for the 2021-2022 school year and historical academic data on records with the District. The DSA shall become effective on the date when the last party to sign has executed this DSA and shall remain in effect until December 31, 2022, unless terminated under the terms of Paragraph VII below.

VII. TERMINATION

The District may terminate this DSA, with 30 days written notice to \_\_\_\_\_, at any time, for any reason. In addition, District may terminate this DSA at any time if it determines such action is necessary for the health, safety or education of students or staff. \_\_\_\_\_ may terminate this DSA, with 90 days written notice to the District, at any time, for any reason.

VIII. MISCELLANEOUS PROVISIONS

- a. Entire Agreement. This DSA constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided herein.
- b. Amendment. Modifications to this DSA must be in writing and be signed by each party.
- c. Governing Law. The terms of this DSA shall be interpreted according to and enforced under the laws of the State of Washington. The parties agree that any judicial proceedings filed by the parties regarding this DSA will take place in Seattle, Washington.
- d. Severability. If any provision of this DSA is held invalid or unenforceable, the remainder of the DSA will not be affected, but continue in full force.
- e. Assignment. Neither party shall assign its rights or responsibilities under this DSA, unless it receives written permission from the other party.
- f. Non-Waiver. Any express waiver or failure to exercise promptly any right under this DSA will not create a continuing waiver or any expectation of non- enforcement.
- g. Counterparts. The parties agree that this DSA may be executed in one or more counterparts, each of which shall constitute an enforceable original of the DSA, and that facsimile signatures shall be as effective and binding as original signatures.
- h. Debarment. Requestor, by executing this contract, warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as not being eligible to receive federal funds) by any local, state or federal department or agency. Requestor agrees to be bound by the terms of School Board Policy No. 6973, which provides additional requirements applicable to debarment of contractors from receiving future contracts with SPS.
- i. Cooperation with District Auditor and State Auditor: Requestor agrees to provide reasonable cooperation with any inquiry by either the district or State Auditor relating to the performance of this contract. The District has the right to annually audit records of the Requestor relating to performance under this contract. Failure to cooperate may be cause for debarment from award of future contracts.

By signing below, each signatory represents that it has the authority to execute this DSA.

SEATTLE SCHOOL DISTRICT NO. 1

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**APPENDIX A: DATA FILE DESCRIPTION**

Files will be sent through a secure server automatically, once the student ID list and consent forms are submitted and data sharing agreement is signed by both parties.

<b>Category</b>	<b>Item</b>
Demographics	Student ID SSID Last Name First Name Current School Current Grade DOB Gender Race/Ethnicity ELL Status SPED Status 504 Status Advanced Learning Status Primary Language Home Language Living With Status Phone Number Projected Grad Year On Track for High School Graduation
Grade Mark History	Course Term Course Code Course Title Course Subject Group Course Subject Teacher Name(s) Period Course Start Date Course End Date Coursework Status Mark Type Mark Term Mark Credits Attempted Credits Earned

<b>Category</b>	<b>Item</b>
State Assessment History	Test Season Test Grade Subject Area State Test Name Test Attempt Score Level Code Met Standard
District Assessment History - MAP	Test Season Test Grade Subject Area Test Name RIT Score Percentile Rank Met Typical Growth, Fall to Fall Met Typical Growth, Spring to Spring Met Typical Growth, Fall to Spring
Daily Attendance History	Attendance Date % Day Absent % Day Unexcused Day Tardy Count Month Semester, Quarter, Trimester
Period Absence History	Absence Date Absence Period Absence Type Course Absent Excused Type Absence Reason
Discipline Action History	Incident Date Discipline Action Discipline Action Description Incident ID
Enrollment History	Enrollment Start and End Date Enrollment Status Description and Code Attendance Days Possible Absent Days Unexcused and Excused Absence Days

**EXHIBIT A: SEATTLE PUBLIC SCHOOLS  
Affidavit of Nondisclosure**

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Organization / Employer

I, \_\_\_\_\_, an employee of \_\_\_\_\_, represent that I am authorized to access the District’s data because I either provide direct services to District students or have been tasked with analyzing the data. I have been made aware of the governing Data Sharing Agreement between the District and my employer. As indicated by my signature below, I agree to abide by the Data Sharing Agreement’s terms, including agreeing to:

- Maintain confidentiality of student information and prevent disclosure, including complying with FERPA and its regulations, set forth at 34 C.F.R. § Part 99;
- Not release or otherwise reveal, directly or indirectly, the data to any individual, agency, entity, or third party not included in the Data Sharing Agreement, unless such disclosure is required by law or court order;
- Take reasonable security precautions and protections to ensure that persons not authorized to view the data do not gain access to the data, as outlined in the Data Sharing Agreement;
- Not use the data for any purpose other than the goals outlined in the Data Sharing Agreement; and
- Report all known or suspected breaches of District data, in any format, to my employer and [datareporting@seattleschools.org](mailto:datareporting@seattleschools.org), as outlined in the Data Sharing Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date