

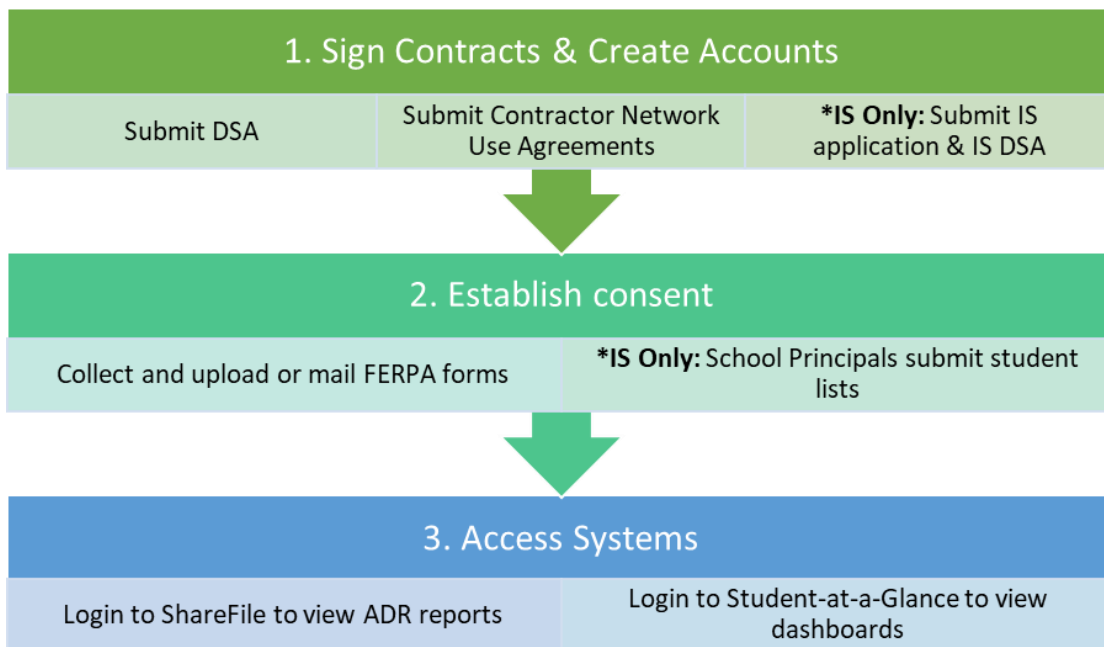


Seattle Public Schools
Procedures for Community Based Organizations (CBO)
Accessing Student Educational Records

Steps for accessing student data via [The Automated Data Report \(ADR\) or Student-at-a-Glance \(STAAG\)](#):

1. Automated Data Report (ADR): a set of 12 .csv or .xls reports with detailed student data
2. Student-at-a-Glance: a web-based Power BI dashboard where partners can view individual student data in user-friendly formats

Many requirements necessary to gain access to SPS student data can be met/submitted simultaneously, outlined by the graphic below (with details following):



1. Sign contracts & create accounts
 1. Submit [Standard Data Sharing Agreement](#) (must be reviewed & approved by SPS)
 2. Submit Contractor Network Use Agreement to get an SPS Account created
 3. *IS Only:* Partners interested in IS status submit an [IS application](#) and DSA
2. Establish consent:
 1. Gather [FERPA consent forms](#) for participating students. Upload or mail scanned FERPA forms to SPS and upload corresponding student list template (Excel file) to ShareFile
 2. *IS Only:* School principals or designees submit student lists, establish right-to-view for partners
3. Access systems:
 1. Login to ShareFile for ADR reports
 2. Login to Student-at-a-Glance to view student dashboards

Questions? Please contact communitypartnerships@seattleschools.org or Jennifer Chamberlin, jachamberli1@seattleschools.org 206-252-0518