24-25 Seattle Public Schools Institutional Service Application

The purpose of this document is to provide information to Seattle Public Schools (SPS) about the programs and services provided to students by community-based organizations. This document will be reviewed by a SPS cross-departmental committee comprised of: Curriculum & Instruction, Coordinated School Health, Legal, Department of Technology Services, and School and Community Partnerships, in order to determine if a program or service provided by your organization can be considered an "institutional service". This is a very limited exception under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. This determination is made on a case-by-case basis in compliance with FERPA, SPS policy, and strict criteria (for more information please refer to our website).

Once a service or program is designated an Institutional Service, a list of students served by the approved service/program must be submitted by the school principal or designee and an Institutional Service Data Sharing Agreement must be signed prior to release of identifiable student information.

Please send completed applications or questions to communitypartnerships@seattleschools.org or by mail to Jennifer Chamberlin, MS 33-160 PO Box 34165, Seattle WA 98124. Applications are accepted five times a year and then on an ongoing basis. Please submit your application by July 19th, August 16th, September 13th, October 11th, or November 8th, 2024, for scheduled review.

Criteria for approval for individual programs

- Program or service is for students enrolled in Seattle Public Schools and provided on school grounds
- Program or service is academic or falls within the scope of the district's K-12 education program
- Program or service is comparable to a program or service provided by the district or is a program or service that would be provided by the district if the resources were available
- Program or service is provided directly to students
- Program or service is provided consistently for specific students (not drop in)

Section 1: Organization Overview

1. **Name of Organization:** _____Mailing Address: _____

2. Contact Person/Title: _____

3. E-mail: _____ Phone: _____

4. Please describe your organization's mission and vision. If your organization has an official mission statement or other prepared materials describing your programs/services, you may attach a copy of those materials to this application in lieu of answering this question.

5.	What type of service(s) does your organization intend to provide for Seattle Public Schools students?

☐Tutoring during school day	☐Monitoring Academic Progress	☐Other _____

☐Attendance Accountability	☐College and Career readiness

☐Tutoring outside of school day	☐Case Management

☐Mentoring during school day	☐Mentoring outside of school

6	Under the Student Outcomes Focused Governance, the Seattle School Board has set goals for student outcomes, based on community's vision for the district, and guardrails, based on the community's values for how the vision will be achieved. Which goal(s) does your organization help to support for the Black boys and teens of Seattle Public Schools?

☐3rd grade English Language Arts proficiency ☐ 7th grade Mathematics proficiency ☐ Graduating with at least one advanced course

Please describe how your organization supports the goal(s) you selected above. If your organization doesn't directly support one of these academic goals, please describe how your organization aligns to our Seattle Excellence strategic plan.

7.	How do you intend to store, use, and secure the data provided?

8.	Please list your programs and complete 'Section 2: Program Detail' for *each* program.

Please complete section 2 for each program/service that your organization intends to provide in Seattle Public Schools for the 2024-2025 school year.

Please initial below to acknowledge you have read the following statement:

To support our strategic priorities and Multi-Tiered Systems of Support (MTSS) framework, the District's Unified Insights data platform provides a shared record of supports, programs, and services that students are receiving from school staff and community-based organizations (CBOs). This system supports stronger alignment and collaboration related to student supports among district and school leadership, school staff, and CBO staff.

If approved as an institutional service provider, your organization shall be considered a school official under FERPA, which <u>may</u> require that you maintain student enrollment for each of your programs in Unified Insights.

I.   **Program Name:** _____

     A.   Has this program been approved for the institutional service designation in the past?

        ☐Yes   ☐No   ☐First time applicant

     B.   Program/service description overview and purpose including an example of what a typical session would include:

     C.   SPS Contact (if applicable): _____

     D.   Number of SPS Students Involved: _____

     E.   Program Frequency/Duration per student

        i.   Frequency ☐Weekly   ☐Twice a month   ☐Other _____
        ii. Days ☐Mon.   ☐Tues.   ☐Wed.   ☐Thurs.   ☐Fri. ☐Sat. ☐Sun.
        iii. Time per session ☐<30 minutes ☐30minutes-60 minutes ☐60-90 minutes ☐>90 minutes
        iv. Please describe your program's frequency/duration:

F.   Please describe how SPS students will be selected to participate in your organization's program and/or receive your organization's services.

```



```

G.   Program Location(s):

```


```

H.   How do you intend to measure the program's effectiveness? If you will be using an external evaluator please list their name and organization here.

```



```

For Internal Use Only

Intake by: _____Jennifer Chamberlin_____   Date: _____

Reviewed by: Curriculum & Instruction ☐   Date: _____
                   Coordinated School Health ☐
                   Technology Services ☐
                   Legal ☐
                   School & Community Partnerships ☐

Program Approved ☐   **Program Declined ☐**

SPS School & Community Partnership Department 5/2024