✓ **The organization has developed use cases around school data**

Before you collect school data, think about the ways that you will use it in your program. Is the data needed only for reporting, or will it guide the work of your program in some way? This will help you to decide what data you really need and will help in your discussions with school district partners. Our worksheet on planning with school district data can help you to think through these issues.

✓ **School data is interpreted using an equity lens**

Administrative data from a school district does not tell the complete story of a young person's strengths, needs, or potential. It is important to place this data into a larger context, and to remember that gaps in outcomes are the result of systemic inequities. Our presentation on the use of school district data and our tip sheet on school data types provide additional context.

✓ **Students and families have been informed of:**
   ☐ The nature and purpose of data collection
   ☐ Their right to opt out at any time
   ☐ Any potential risks and benefits

The principle of informed consent is critical to evaluation as well as research. Young people and their families should know what kind of data you are collecting, and how you are using that data. In the case of school data, you will likely need formal (i.e. written) parental consent. See our sample parent release form for guidance.

✓ **Everyone in the organization who has access to school data understands their responsibilities**

Make sure that those who handle (personally identifiable) school data are aware that such data is shared on a limited basis, and should understand the terms of the organization's data sharing agreement. See our sample data sharing agreement for an example.

✓ **Personally identifiable information is safeguarded in accordance with data security best practices**

When you are accessing school district data, you should take care to safeguard data in accordance with privacy best practices and the Family Educational Rights and Privacy Act (FERPA). For more information, see Strive Together's Student Data Privacy Best Practices. Or, assess your own practice using YDEKC's sample data security self-assessment.