



2022-2023 Saint Paul Public Schools Data Privacy Notice

The State of Minnesota provides funding through the U.S. Department of Education's 21st Century Community Learning Center (21CCLC) grant program to the Saint Paul Public Schools Flipside After School Program to provide high quality academic support and learning activities for middle school students. Flipside must collect participant information and track their participation. Collecting this information is part of a larger effort to improve the understanding of effective programs, the relationship between program attendance, social and emotional learning and academic outcomes, and to improve the quality and availability of programs that support young people and their families in Minnesota.

What personal information will be collected?

- Time spent in 21st CCLC programming, including number of hours and days of attendance;
- Their demographic information such as name, date of birth, student ID number (MARSS) and school district, which will be used by the Minnesota Department of Education to link with the following student data: school-day attendance, test scores; in-school suspensions;
- Their unweighted grade point averages from the previous and current school year;
- Teacher surveys about the student's engagement in learning; and
- Responses to surveys about their experiences in the programs and activities. These surveys are given two times per year to all program participants.

Who can see the personal information collected for research?

Access to private information (student id number, name, grade, birth date, school, race, program attendance) about your child will be strictly limited to prevent any unauthorized sharing of the information. The people and organizations who may have access include:

- Saint Paul Public Schools staff working within Flipside.
Staff in the organizations that provide activities for your child. Organizations include **Augsburg College, Interfaith Action, JK Movement, Keane Sense of Rhythm, Saint Paul Parks and Recreation, Saint Paul Public Library, Saint Paul Urban Debate, Sanneh Foundation, Science Museum of Minnesota, St. Olaf College, University of Minnesota Urban 4-H, University of Minnesota America Reads, Voyageur Outward Bound, Women's Initiative for Self-Empowerment (WISE – GGALs), ETS/TRIO**
- Staff such as Auditors, who have a legal right to review the work of Saint Paul Public Schools.
- Thomaskelly Software Associates, LP and CitySpan Technologies, which provide software for tracking demographic and participation data for Flipside.
- Minnesota Department of Education staff who use the information to understand how programs are working and write reports. **Private (identifiable) information about you or your child will never appear in reports.**
- Johnstad & Associates and Wilder Research, which use the information to conduct research and write reports. **Private (identifiable) information about you or your child will never appear in reports.**
- Others may see information if it is required by law (such as a court order or warrant) to release it.

ALL organizations listed above agree not to let any other organization access the information we collect without parent/guardian or student consent.

What are your rights related to the data collected for Flipside?

- You have the right to obtain a copy of the information that SPPS maintains about your child.
- You have the right to correct any mistakes in the information about your child.
- If you think your or your child's privacy rights have been violated, you have the right to file a complaint with this organization or the Minnesota Department of Education (Data Practices Compliance Officer, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113).

If you DO NOT want your child's information to be collected and/or used in research and evaluation related to Afterschool program participation. Please sign and return this form to the Flipside Office at 1495 Rice Street, St. Paul, MN 55117 or send to flipside@spps.org.

Student First Name (please print):	Last Name:	
Student School for Fall 2021:	Grade for Fall 2021:	
Student Lunch #:	Student Date of Birth:	
Signature of parent/guardian		Date: