

DATA USE AGREEMENT

_____ (High School) will provide datasets from our school database to Dr. Allison Lombardi for the purpose of the research project “**College and Career Readiness for Transition (CCR4T): Development and Validation of a Student Measure**”. Allison Lombardi accepts this relationship with _____ (High School) on the following terms and conditions. The terms and conditions described herein are consistent and compliant with the Family Educational Rights to Privacy Act (FERPA), sec. 99.31, with regard to obtaining identifiable information from educational records.

1. **Definitions.**

1.1. **Confidential Information.** All private and proprietary information created by or regarding _____ (High School) and contracted consultants, clients, and suppliers. Confidential Information includes, but is not limited to:

- a) Participant data and/or identifiers; the following variables will be accessed via the school database:
 - 1.1.a.1. Cumulative grade point average
 - 1.1.a.2. Quarterly grade point average
 - 1.1.a.3. PSAT/SAT score
 - 1.1.a.4. Grade level
 - 1.1.a.5. Race/ethnicity
 - 1.1.a.6. Gender
 - 1.1.a.7. Free/Reduced lunch status
 - 1.1.a.8. Attendance (days missed/days of instruction)
 - 1.1.a.9. Tardy (days late for instruction)
 - 1.1.a.10. Office discipline referrals (number obtained)
 - 1.1.a.11. Individualized Education Program (IEP) status (Yes/No)
 - 1.1.a.12. 504 Plan status (Yes/No)
 - 1.1.a.13. Disability category (blank if student does not have a disability)
 - 1.1.a.14. In-school suspensions
 - 1.1.a.15. Out-of-school suspensions
- b) Participant data and/or identifiers; the following variables will be accessed via direct online survey responses:
 - 1.1.b.1. Student perceptions of college and career readiness
- c) School data and/or identifiers; the following variable s will be accessed via the school data base:

- 1.1.c.1. Total enrollment
- 1.1.c.2. School title one status
- 1.1.c.3. School location

2. Confidentiality. Dr. Allison Lombardi shall respect the confidences of _____ (High School) and shall not at any time, during or after its relationship with _____ (High School), directly or indirectly, divulge or disclose for any purpose or use for self-benefit any Confidential Information that has been obtained as a result of the relationship with _____ (High School), without prior written consent of _____ (High School). The duty not to disclose Confidential Information will continue to apply after termination of this agreement, and until such time as the Confidential Information becomes public knowledge through no fault of Dr. Allison Lombardi.

3. Approved use. Dr. Allison Lombardi agrees that:

- Secure _____ (High School) data will be kept in a secure location with access limited only to those who have signed _____ (High School) data use agreement and are legitimately authorized to access the data. Electronic files will be maintained on secure and password protected locations. Data files will be destroyed when the project is complete and the data is no longer needed.
- _____ (High School) data will be used for specific approved research purposes only. _____ (High School) retains the right to review and approve research plans describing use of the data.

By signing below, I acknowledge that I have carefully read and understand the provisions of this agreement.

Allison Lombardi, Principal Investigator Assistant Professor, University of Connecticut	Date
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High School Administrator	Date
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