This checklist walks you through each page of the agreement and addendum that needs an ACTION:

- **PAGE 1** - Enter the date the agreement is signed. Enter your business information in the blank.
- **PAGE 5** - Enter your business information in the “Partner” Fields
- **PAGE 7** - Requires a signature of your organization’s CEO, Director or responsible party
- **PAGE 7** - Requires a notary signature and seal/stamp
- **PAGE 8** - Fill in table with where and when you perform services for DPS students (Exhibit A)
- **PAGE 9** - Fill in table with staff members and volunteers who have face-to-face interaction with students more than once a month (Exhibit B)
- **PAGE 10** - CONFIDENTIALITY AGREEMENT-(Exhibit C)
  - Requires a signature from each staff member or volunteer in your organization who has face-to-face interaction with students
- **PAGE 11** - BACKGROUND CHECK AFFIDAVIT-(Exhibit D)
  - Requires signatures from each staff member or volunteer who has unsupervised (by DPS staff) interaction with students
  - By signing this, staff/volunteers are attesting that they have been fingerprint background checked (required if unsupervised by DPS staff)
  - Requires that each staff member or volunteer answer the four questions labeled a)-d) in the middle of the page
    - Note: This is the most frequently missed requirement in the agreement
  - Requires a notary signature and seal/stamp is needed on each affidavit

- The following pages refer to The Community Partnerships Data Protection Addendum. These pages do not have to be executed if you are not intending to access student data from CPS.

- **PAGE 12** - Enter the date the agreement is signed and the partner name
- **PAGE 14** - Check the box(es) for the type(s) of data reporting in which you are interested
- **PAGE 25** - Requires a signature of your organization’s CEO, Director or responsible party
  - Note: This page does NOT need a notary signature
- **PAGE 26/27** - Choose either Schedule 1 Option 2 1 or Schedule 1 Option 2
- **PAGE 28** - Fill in Schedule 2 with subcontracts who will have access to any DPS student data
- **PAGE 29** - Complete Schedule 3
- **PAGE 30** - Schedule 4 to be completed at contract term or termination or agreement

Quick tip: Notary signatures and stamps can be obtained from your bank or library.

Quick tip: The Partnership and Data Sharing Agreement takes an average of 3-10 weeks to complete.