

Partnership Agreement and Data Protection Addendum Checklist

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 a 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.