



Administration Building
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Release and/or Sharing of Student Data Form

Third-Party Contractors requesting access to student data and/or teacher or principal data ("data") must complete this form to ensure the confidentiality and security of data as required by Board of Education policy and all applicable local, state, and federal laws. Attach addendums to the questions if more space is needed

Contractor/Company Name _____
Representative Name and Title _____
Contractor Phone Number _____

1. Describe the data that is being requested and/or stored:

2. Exclusive purposes of the use of the data:

3. Will any third-party subcontractors have access to the data? [] Yes [] No

If yes, how will you ensure that subcontractors, and any persons or entities that the third party subcontractor may share the data with, will abide by data protection and data security requirements?

4. What happens to the data upon expiration of the agreement or relationship with the District?

5. How would a parent, student, eligible student, teacher or principal challenge the accuracy of the data that is collected or stored?

6. Describe where the data will be stored so as to protect data security and the security protections that will be taken to ensure such data will be protected, including whether such data will be encrypted and if so, how?

Authorized Signature _____ Date _____

FOR DISTRICT USE ONLY

Date Received _____
Received By _____