ATTACHMENT B: ISTATION ASSURANCES AND RELEASE OF INFORMATION

Note: Please keep on file at school or district through 12/31/23. Do not return to the Colorado Department of Education.

2021-2022 Early Literacy Assessment Tool Project Assurances

The School Board President and Board-Appointed Authorized Representative must sign below to indicate approval of the contents of the application and the receipt of program funds.

On _____(date)_____, 2021, the Board of _____(District/CSI/BOCES)_____ hereby applies for and, if awarded, accepts the goods requested in this application. In consideration of the receipt of these goods, the Board agrees that the General Assurances form for all the terms therein are specifically incorporated by reference in this application. The Board also certifies that all program and pertinent administrative requirements will be met. In addition, the Board certifies that the district is in compliance with the requirements of the federal Children's Internet Protection Act (CIPA), all applicable laws and regulations, and that no policy of the local educational provider prevents or otherwise denies participation in constitutionally protected prayer in public schools. In addition, school districts accept the conditions of the **Early Literacy Assessment Tool Project** and agree to the following assurances:

1. The applicant will provide the Colorado Department of Education (CDE) with access to all data collected with the software. These data will be shared with Colorado Department of Education and Istation. Transfers of student data are protected under the Colorado Department of Education's contracts with Istation and Amplify, available here: http://www.cde.state.co.us/dataprivacyandsecurity/agreements.
2. The school will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.

Implementation commitments at the school level include the following:
1. Obtain and utilize supported devices to assess kindergarten, first, second, and third graders on ISIP Early Reading. Note: the hardware purchase is the district's responsibility.
2. Collect and securely submit staff and student roster data to Istation to include student demographics.
3. Assess all kindergarten, first, second, and third grade students using ISIP Early Reading at the three designated benchmarking periods.
4. Progress monitoring of students. Students scoring in Tier 3 will be progress monitored every 7-10 instructional days and, students scoring in Tier 2 will be progress monitored every 10-12 instructional days.
5. Attendance by teachers or designated local trainers per school at all face-to-face trainings and any webinar trainings.
6. Assurance that local trainers will have training time with teachers at their school to implement what they have been trained on in their sessions.
7. Attendance by principals at any instructional leader face-to-face full day trainings and/or webinar trainings as scheduled throughout the year.
8. Sharing of all data from the district to the Colorado Department of Education collected using the tool. Data collected are not used beyond the scope of the Early Literacy Assessment Tool Project. All data are shared solely between the Colorado Department of Education and Istation for the purpose of monitoring fidelity of implementation and achievement/growth results of the participating LEPs.

Please Note: Districts will still be required to submit READ Data through Data Pipeline.

_____	_____	_____
Name of School Board/BOCES/Charter School Board President or Director	Signature of School Board/BOCES/Charter School Board President or Director	Date
_____	_____	_____
Name of District Superintendent/CSI Director	Signature of District Superintendent/CSI Director	Date

AUTHORIZATION FOR RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION
to Colorado Department of Education

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Local Education Provider (i.e., district) ("LEP"): _____

Products/Applications ("Solution(s)"):   ISIP Early Reading and ISIP Lectura Temprana

School Year ("Year"):   2021-2022   *State Program(s) ("Program(s)"):*   Early Literacy Assessment Tool

Background:

In connection with the Program listed above, Imagination Station, Inc, dba Istation ("Istation") has been engaged to provide products and services listed above to certain local educational providers within the state (i.e., districts; each, an "LEP"). For the purpose of providing such products and services, Istation collects and uses student data listed below in accordance with the Family Educational Rights and Privacy Act of 1974 and 34 C.F.R. § 99.31(a)(1)(i)(B) and applicable Colorado law.

Data:

Using Istation's products listed above, LEP-authorized personnel may input current and historical information (collectively, "LEP Information") into, and access LEP Information from, Istation's systems. The LEP Information will consist of the following fields:

- Student identifier information: names, grades, dates of birth, state, school, school district, and classroom associations, SASID, gender, ethnicity, EL status, and special education status;
- Staff identifier information: name and staff e-mail; and
- Results: records and/or scores for the assessments listed as part of the Solution(s).

Istation's agreements with the Colorado Department of Education that include privacy and security requirements applicable to this contract are available at www.cde.state.co.us/dataprivacyandsecurity/agreements.

Evaluation:

The Colorado Department of Education desires to collect and analyze certain LEP Information in connection with its audit and evaluation of the Program in order to monitor fidelity of implementation and achievement/growth results of the participating LEP's and to direct professional development support. To facilitate LEP's efforts, LEP desires that Istation provide the Colorado Department of Education access to LEP Information in Istation's systems relating to the program.

Authorization:

LEP hereby requests and authorizes Istation to provide the Colorado Department of Education access to current and historical LEP Information as described above. These data will be transmitted securely and in full accordance with the terms of the June 29, 2018 contract agreement between the Colorado Department of Education and Istation. LEP acknowledges and agrees that this Authorization covers all participating LEP schools and programs, and that no additional approvals or releases are required from those schools. In addition, LEP understands and acknowledges that Istation will not have control over LEP Information following its disclosure to the Colorado Department of Education. Istation does not own the Colorado Department of Education's or the LEP's data at any time. This Authorization is effective with respect to LEP Information during the year, or as otherwise extended or terminated by LEP.

The undersigned has the right, power, and authority, in compliance with LEP policies, to execute and deliver this Authorization on behalf of LEP and the covered schools.

Authorized LEP Signatory

Name: _____   **Title:** _____

Signature: _____   **Date:** _____