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## Student Data Collection Notice

Mountain West Montessori Academy (the “School”) collects student data for two main purposes: to comply with law and to improve students’ educational experience. Student data enables the School to participate in education programs and to qualify for education funds. Student data also helps the School to better plan and personalize classroom instruction, increase student and teacher performance, and make informed decisions.

Student data collected by the School includes data defined as necessary student data, optional student data, and personally identifiable student data (PII) in Utah Code § 53E-9-301. The School collects student data primarily through registration, but it also collects additional student data during the school year. The necessary, optional, and PII data collected by the School is listed in its Data Governance Plan, which is published on the School’s website. The School does not collect student social security numbers or, except as required in Utah Code § 78A-6-112, criminal records.

The School strives to not share PII unless the sharing is in accordance with Utah’s student privacy and data protection laws and the Family Educational Rights and Privacy Act (“FERPA”). Except as allowed by law, the School will not share PII externally without written consent. Some examples of where the School is allowed by law to share PII without written consent include sharing such data with an authorized caseworker or other representative of the Department of Human Services, in response to a valid subpoena, or to persons or entities qualifying as school officials under FERPA.

The School takes many measures to protect student data. Student data stored digitally is stored on computers and systems that are secured, maintained, and supported by qualified IT service providers. Confidential PII in print form is stored in secured, locked areas in the School.

A student’s rights under Utah Code § 53E-9-301 through 310 include:

- Each student owns his or her PII. A student and his or her parent must be allowed to access such student data maintained by the School;
- A student’s parent or guardian, or an adult student, has the right to be notified by the School if a significant data breach occurs at the School;
- A prior student or parent of a prior student is entitled to have the prior student’s student data that is stored by the School expunged in accordance with State Board of Education rules; and
- A student is entitled to receive a student data collection notice from the School prior to the School collecting necessary or optional student data of the student.

**The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly.**





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**Consent Form – Applicable to Students in Grades 9-12**

The School requests written consent to share with the State Board of Regents the following student data of students in grades 9-12:

- Name
- Parent name;
- Grade;
- School; and
- Contact information (primary phone number, email address, and physical address).

This student data would be used by the State Board of Regents strictly for the purpose of providing information and resources about higher education to students in grades 9-12 and to help such students enter the higher education system and remain until graduation.

**Please check all that apply and return this form to the School:**

I am the parent/guardian of a student in grade 9-12. My student's name is \_\_\_\_\_.

**–or–**

I am a student in grade 9-12 and am 18 years of age or older. My name is \_\_\_\_\_.

**–AND–**

I do not consent to the School sharing my student's (or my) data described above with the State Board of Regents.

**–or–**

I consent to the School sharing my student's (or my) data described above with the State Board of Regents for the purposes described above.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

