



(Insert School Board Logo) (Insert Sponsoring Agency Logo)

Preamble

This agreement is between the {school board} the Offord Centre for Child Studies and the {sponsoring agency} . Each partner will designate a senior level supervisor/administrator to represent its respective interests regarding matters of data sharing and release of information regarding data collected in the 2009/10 school year. De-identified scored data files will be available to the Government of Ontario.

This Agreement further formalizes the existing relationship between these partners, specifying the parameters for the use of Early Development Instrument (EDI) data released by the {school board}.

Information Sharing and Data Release

All partners named above agree to share and utilize the EDI data collected at the {school board} under the following conditions:

1. Parents must be informed that the EDI will be implemented in their child's classroom using the template of the Offord Centre for Child Studies parent information letter. This letter must specifically state how these data will be used by all partners.
2. EDI Training will be provided to all kindergarten teachers in each school board as per training guidelines laid out by the Offord Centre for Child Studies.
3. There will be no interpretation of data for individual students and individual student scores will not be used for diagnosis or identification. Results will not become part of the child's student record.
4. The data files will be kept in a secure and confidential location within the Offord Centre, {sponsoring agency}, {school board}. Only designated qualified personnel from each partnering organization will have access to these data. Data must be stored on a password-protected computer drive.
5. The interpretation of analysis using the data will follow accepted scientific standards.

Data Analysis, Reporting and Publications

6. In all analyses that are completed using individual level data, only group level data will be reported. Schools and school boards will not be identified in any reporting of the EDI findings in the public domain.
7. If individual student data are linked with other data sources that provide ways of identifying students, this analysis will be done in a secure and confidential manner that ensures that the identities of individual respondents and children are protected.

8. No data shall be reported when the sample size is of 10 records or less. In cases where there are less than 10 records, data must be aggregated further to ensure that no child can be identified and that appropriate scientific standards are met.
9. The Offord Centre for Child Studies and the {sponsoring agency} shall not distribute the raw data to other parties without the consent of the {school board}. Individuals, schools or school boards will not be identified in scientific publications.
10. It is acknowledged that the partners will have internal uses for the data that may not be relevant to the other partner. This agreement does not preclude this type of internal uses of the data provided confidentiality of data is maintained.

M. Janus, Ph.D.
Project Director
Offord Centre for Child Studies

Date

Name:
Title:
School Board:

Date

Name:
Title:
School Board:

Date

Name:
Title:
Sponsoring Agency

Date

Note: This research is funded by the Ministry of Community and Social Services/Ministry of Children and Youth Services. The Offord Centre for Child Studies will send all reports to the local coordinator at the Sponsoring Agency (or the Data Analysis Coordinator) upon completion of analysis. Data files will be available to School Boards, the local Data Analysis Coordinator, and the Government of Ontario upon request. Data from all sites will be combined to develop a data file which will be analyzed at provincial and national levels.