

## URBAN ALLIANCE PROGRAM EVALUATION DCPS Parental Consent (For Youth Ages 17 and Under)

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### PURPOSE OF THE EVALUATION

An evaluation of the Urban Alliance High School Internship Program is being conducted by the Urban Institute through a grant from the U.S. Department of Education. The purpose of this evaluation is to assess the impact of the internship program on the educational attainment, employment, and life experiences of participants. Your child is one of approximately 1,800 individuals being asked to participate.

### STUDY PROCEDURES

If you agree to have your child participate in the study, your child will be asked to complete two 30-40 minute surveys via telephone or web approximately one year and two and a half years after high school graduation. The question topics include his/her experience preparing for college and work life, educational attainment, employment experience, behaviors, outlook, and other areas. For each survey that he/she complete he/she will receive \$50 as a token of appreciation. The surveys are voluntary—your child can refuse to answer any questions or stop being part of the study at any time without any negative consequences—but his/her participation will help us learn important information about how programs like Urban Alliance can help students like you. Your child will be contacted by a survey firm via telephone, email, or text message when it is time to complete a survey.

Additionally, the Urban Institute will obtain your child's high school educational records from your school district including eligibility for free or reduced price lunch; English Language Learner and Special Education statuses; dates of attendance; previous high schools attended; withdrawal date and reason; absences, suspensions, and GPA by year as well as cumulative GPA; and class rank. These records will cover all years of high school attendance in your child's current city. They will be used to determine the program's effect on academic outcomes. Furthermore, the Urban Institute will obtain your child's wage and employment data from your state's Unemployment Insurance wage and employment records and credit score and loan debt data from one of the three major credit bureaus. The Unemployment Insurance data provided will be used only for this evaluation to help determine the program's effect on wages and employment outcomes. Participants in this evaluation who complete surveys will be compensated.

Urban Alliance will obtain your child's college attendance records from the National Student Clearinghouse and share them with the Urban Institute, and will also share data on his/her internship program participation, including internship wages and hours worked.

You may contact Devlin Hanson at (877) 249-0168 with any questions or concerns about the study.

### RANDOM ASSIGNMENT

We will use a random assignment procedure (like a lottery) to place your child in the study's "program group," which can enter the internship program, or its "comparison group," which cannot enter. If your child does not participate in the study, he/she will still be randomly assigned to the program. All applicants have the same chance of entering the program, whether or not they participate in the study.

### PRIVACY

All responses will be kept private by researchers. Information such as name and address will be stored separately from survey responses, credit and wage/employment data, and educational records. Your child's data will be aggregated with that of other study participants and he/she will not be identifiable in any published research findings. Within one year of the study's completion, the evaluators will destroy any personal identifying information by permanently erasing your electronic records.

### RISKS AND BENEFITS

Your child may find some of the questions in the surveys to be personal. He/she may refuse to answer any question and may take a break at any time during a survey. For each survey that your child completes, **he/she will receive \$50** as a token of appreciation. This evaluation may also generate support for government policies that offer resources to communities such as yours for investment in youth.

**CONSENT**

Please check Yes or No for each item. At the end, sign and date.

- I agree to have my child participate. Y  N
- I certify that my child is not yet 18 years of age. Y  N
- I agree to allow the survey firm hired by the Urban Institute to text my child reminders to complete follow-up surveys. Y  N
- I agree to allow Urban Alliance to share my child’s application data with the Urban Institute. Y  N
- I agree to allow Urban Alliance to collect my child’s college attendance records from the National Student Clearinghouse and share them with the Urban Institute. Y  N
- I agree to allow Urban Alliance to share my child’s internship program participation records with the Urban Institute. Y  N
- I agree to allow the Urban Institute to collect my child’s credit score and loan debt data. Y  N
- I agree to allow the Urban Institute to collect my child’s Unemployment Insurance wage and employment records. Y  N
- I agree to allow the Urban Institute to collect my child’s high school education records. Y  N

Parents please be aware that under the Protection of Pupil Rights Act, 20 U.S.C. Section 1232(c)(1)(A), you have the right to review a copy of the questions asked of or materials that will be used with your students. If you would like to do so, you should contact Devlin Hanson at (877) 249-0168 to obtain a copy of the questions or materials. *Applicable to DC Public Schools parents.* I understand that the DC Public Schools Office of Data and Strategy will release my child’s records to the Urban Institute in approximately August 2017. I understand that I have had an opportunity to review the records to be disclosed prior to signing this consent form. **I have the right to inspect and review the records to be disclosed and the right to challenge the contents of such records.**

Student name \_\_\_\_\_

Parent name \_\_\_\_\_

**Summary:** By signing this form, you agree to have your child participate in the Urban Alliance Program Evaluation. This involves your child’s voluntary participation in two follow-up surveys after completing the Urban Alliance program, as well as the Urban Institute’s collection of your child’s data according to the boxes checked above. If you checked the box agreeing to collection of your child’s high school education records, the Urban Institute may collect from your child’s school district your child’s eligibility for free or reduced price lunch; English Language Learner and Special Education statuses; dates of attendance; previous high schools attended; withdrawal date and reason; absences, suspensions, and GPA by year as well as cumulative GPA; and class rank, for all years of high school attendance in your child’s current city.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

## URBAN ALLIANCE PROGRAM EVALUATION DCPS Student Assent / Consent Form

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### WHY AN EVALUATION?

The Urban Institute is doing an evaluation of the Urban Alliance High School Internship Program through a grant from the U.S. Department of Education. Through this evaluation we hope to find out how the internship program affects whether you graduate high school, go to college, and get a good paying job. You are one of about 1,800 high school students being asked to join.

### ABOUT THE EVALUATION

If you agree to be in the evaluation, you will be asked to complete two 30-40 minute surveys on the phone or on a website, about a year after you graduate high school and again about a year and a half after that. The survey questions will be about your experience preparing for college and work life, whether you went to college, the jobs you have worked, your outlook on life, and other areas. For each survey you complete you will get \$50. You do not have to do the surveys—you can refuse to answer any questions or stop being part of the study at any time with no consequences—but if you participate you will help us learn important information about how programs like Urban Alliance can help students like you. You will be contacted by a survey firm by phone, email, or text message when it is time to complete a survey.

The Urban Institute will collect your high school educational records from your school district including your eligibility for free school lunch; whether English is your first language; whether you're in any Special Education classes; when you attended; other high schools you attended; when you left school for good and why; how often you were suspended or absent each year; your GPA by year and for all years combined; and your class rank. These records will cover all years you were in high school in your current city. They will be used to find out the program's effect on how well you do in school. The Urban Institute will also collect a history of the places you have worked and the wages you have earned from your state's Unemployment Insurance wage and employment records and your credit score and history of loans you have taken out from one of the three major credit bureaus. The Unemployment Insurance data will be used only for this evaluation to find out how the program affects the jobs you get and the wages you earn. Participants in this evaluation who complete surveys will be compensated.

Urban Alliance will collect records of your college attendance from the National Student Clearinghouse and share them with the Urban Institute. Urban Alliance will also share information on your internship program participation, including how much you earned at your internship and the hours you worked.

You may contact Devlin Hanson at (877) 249-0168 with any questions or concerns about the study.

### LOTTERY

We will use a lottery to place you in one of two groups. One group will be allowed to join the internship program and the other group will not be allowed. If you don't participate in the study, you will still have to go through the lottery. Everyone has the same chance of entering the program, whether or not they participate in the study.

### PRIVACY

All your answers will be kept private by researchers. Information like your name and address will be kept separate from your survey responses, credit and wage/employment information, and educational records. Your information will be lumped together with that of other students and no one will be able to tell you are in the evaluation from reading one of the research reports. A year after the study is over, the researchers will destroy any personal information like your name and address by permanently erasing your electronic records.

### RISKS AND BENEFITS

Some of the questions in the surveys might seem personal to you. You can refuse to answer any question and you may take a break at any time during a survey. For each survey that you complete, **you will receive \$50**. This evaluation also could make the government want to spend more money on programs that help communities like yours and students like you.

### CONSENT

Please check Yes or No for each item. At the end, please sign and date.

- I agree to participate Y  N
  
- I certify that I am 18 years of age or older. Y  N
  
- I agree to allow the survey firm hired by the Urban Institute to text me reminders to complete follow-up surveys. Y  N
  
- I agree to allow Urban Alliance to share my application data with the Urban Institute. Y  N
  
- I agree to allow Urban Alliance to collect my college attendance records from the National Student Clearinghouse and share them with the Urban Institute. Y  N
  
- I agree to allow Urban Alliance to share my internship program participation records with the Urban Institute. Y  N
  
- I agree to allow the Urban Institute to collect my credit score and loan debt data. Y  N
  
- I agree to allow the Urban Institute to collect my Unemployment Insurance wage and employment records. Y  N
  
- I agree to allow the Urban Institute to collect my high school education records. Y  N   
*Applicable to DC Public Schools students:* I understand that the DC Public Schools Office of Data and Strategy will release my records to the Urban Institute in approximately August 2017. I understand that I have had an opportunity to review the records to be disclosed prior to signing this consent form. **I have the right to inspect and review the records to be disclosed and the right to challenge the contents of such records.**

**Summary:** By signing this form, I agree to participate in the Urban Alliance Program Evaluation. This involves your voluntary participation in two follow-up surveys after completing the Urban Alliance program, as well as the Urban Institute’s collection of your data according to the boxes checked above. If you checked the box agreeing to collection of your high school education records, the Urban Institute may collect from your school district your eligibility for free or reduced price lunch; English Language Learner and Special Education statuses; dates of attendance; previous high schools attended; withdrawal date and reason; absences, suspensions, and GPA by year as well as cumulative GPA; and class rank, for all years of high school attendance in your current city.

Student name \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_



## Urban Alliance Parent/Guardian Approval and Release

Parental/Guardian support will be an important part of the Urban Alliance program. ***Your signature is required for your student to apply for an Internship and for Urban Alliance to acquire your student's college attendance records from the National Student Clearinghouse.***

If selected for our **High School Internship Program**, s/he will work after school on Monday through Thursday from 2:00pm to 5:00pm and attend professional development workshops on Fridays. In addition to the commitment during the school year, s/he will work full-time Monday through Thursday (9am-5pm) during the summer. S/he will also be required to participate in several Urban Alliance activities including, but not limited to, workshops every Friday during the summer.

I \_\_\_\_\_ (print name), as legal parent/guardian of \_\_\_\_\_ (print student's name) hereby authorize him/her to participate in the aforementioned activities. I agree to allow any representative of Urban Alliance to obtain his/her college attendance records from the National Student Clearinghouse. I certify that the information filled out on the previous pages is correct to the best of my knowledge.

I understand that my student's internship opportunity may be terminated at any time if s/he is unable to abide by Urban Alliance policies or demonstrates inadequate performance at the job site. I understand that Urban Alliance promotes self-sufficiency; therefore, primary communication must be held between my student and his/her Program Coordinator.

I also understand that my student's internship opportunity may be terminated if I contact his/her jobsite and/or Mentor directly regarding any issues and/or concerns. Furthermore, I understand that my concerns must be directed to my student's Program Coordinator and/or the Urban Alliance team, as my student is employed by Urban Alliance. I acknowledge that it is prohibited to contact mentors or jobsites directly as a matter of Urban Alliance policy.

Please select one:       **YES, I agree**                       **NO, I do not agree**

**In addition, I agree to allow him/her to be photographed and/or videotaped and their pictures and experiences to be used in fliers, on websites, in press releases and other forms of media in support of our program.**

Please select one:       **YES, I agree**                       **NO, I do not agree**

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime phone # (\_\_\_\_) \_\_\_\_\_  
Evening Phone # (\_\_\_\_) \_\_\_\_\_

Comments or Concerns: