

ROAD to 100% PARTNER TOOLKIT

A resource to improve
partner collaboration for
community-wide change





Promise Data Governance Committee



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The Promise Data Governance Committee is a team of representatives from Promise Partnership Utah, Granite School District, Promise South Salt Lake, and Millcreek Promise. Together we build on existing efforts for data infrastructure and integration, participatory data governance, and community engagement that supports our cross-sector collective impact initiative working towards shared goals.





Introduction to Promise Partnership Utah

Promise Partnership Utah is a collective impact initiative that is made up of individuals, organizations, communities, businesses, and schools who are committed to shared accountability for getting better results for kids and families. Collective impact initiatives like Promise Partnership Utah help build the civic infrastructure necessary for people and organizations to work together as a single team. We are all Promise Partnership Utah!

For over a decade, community partners in Promise Partnership Utah have worked alongside one another to improve education, health, and economic wellbeing for students and families on a community-wide scale. Being part of Promise Partnership Utah means committing to a data-driven approach and engaging in rigorous collective impact by leveraging differing strengths in a unified, collaborative strategy to do more for Utah kids and families. Through aligned goals, strategies, and data sharing, we are working towards ensuring every child and family has the opportunity to succeed. [Click here](#) to view a list of community partners who make up Promise Partnership Utah and learn more about their work.

Promise Partnership Utah was launched by United Way of Salt Lake. United Way of Salt Lake's origin dates back to 1904 and the organization operated as a fundraiser and distributor of dollars to local nonprofits for many years. In 2001, the board voted to change United Way of Salt Lake's business model to focus on community problem-solving and social change. In 2011, the board fully adopted a cradle-to-career place-based approach to create collective impact infrastructure and thus, Promise Partnership Utah was born. In 2023, United Way of Salt Lake restructured to create Utah's Promise, which provides shared services infrastructure to the Partnership, as well as 211 Utah and United Way of Salt Lake. Both United Way of Salt Lake and 211 Utah contribute to Promise Partnership Utah's bold goals.

While Promise Partnership Utah is not a single organization, a team of "backbone staff" provides support to the Partnership through Promise Community Schools, Promise Communities, and Promise Networks. This team is housed at Utah's Promise, the supporting organization and legal entity for the Partnership.



Road to 100% Commitment

Together, a team of representatives from Promise Partnership Utah's backbone team, Granite School District, Promise South Salt Lake, and Millcreek Promise are working to build on existing efforts for data infrastructure and integration, participatory data governance, and community engagement. These efforts support our cross-sector collective impact initiative as we work towards two shared goals: 100% graduation and 100% basic needs met.

To achieve these goals, this toolkit has been created for the community to have a place to learn about the history of the work, the way we partner together, how we use data, and the goals we're working towards. We hope this toolkit can keep the work moving forward, help fill gaps during transitions, and can answer frequently asked questions so all parties are aligned.

Shared Values



Partnership Mission:

All students in South Salt Lake and Millcreek graduate from high school on a career path and have their basic needs met by harnessing our collective data assets and community partnerships.



Shared Vision:

All key community partners have a shared understanding and commitment to creating a shared data infrastructure that allows organizations to more effectively work together and to engage parents/caregivers and students as community partners in the process.



Shared Data Values:

Data is central to the work we do together. It helps us understand problems, identify solutions that get to the roots of these problems, commit to meaningful action, see what's working, and talk about successes and challenges.

As a cross-sector partnership, we have agreed that we will do everything possible to center the needs of students and their families. We commit to organizing ourselves and our supporting infrastructure so that we can show up acting like one team, across our organizational boundaries, in support of the goals we share for Utah children.



Granite School District | Partner Since 2012



Granite School District, established in 1852, is one of the oldest and largest school districts in Utah. It is located in the Salt Lake Valley and serves parts of Salt Lake City, South Salt Lake, West Valley City, and surrounding areas. The district has a rich history of expansion, growing from a small, rural school system to a major urban district over the decades.

Currently the district serves nearly 60,000 students across 83 schools. The student body is diverse, with significant representation from Hispanic, Pacific Islander, and Black communities, alongside a large proportion of White students. Approximately 60% of students are eligible for free or reduced-price lunch, indicating an economically diverse student population. The district is committed to academic excellence, with a focus on improving educational outcomes for all students, particularly those from underrepresented groups.

Promise South Salt Lake | Partner Since 2008



South Salt Lake may be a modest city in size, but its story over the past two decades is one of community transformation, resilience, and promise - literally. Promise South Salt Lake began as a grassroots response to tragedy, and has grown into a comprehensive city-wide initiative that seeks to redefine what opportunity looks like for youth and families in one of Utah's most economically and socially diverse communities.

Promise South Salt Lake provides free youth, family, and adult services in local schools and community centers, and is committed to giving everyone the opportunity to succeed. Services include youth afterschool and summer programs, adult education programs, resource navigation and referral services, events, community councils, and more. In partnership with several community resources, these free programs offer crucial support for youth, families, and community members across the cradle-to-career pipeline, and beyond.

With city limits spanning from 2100 South to 3900 South, in just seven square miles, there are over 50 languages spoken. Since 2008, Promise South Salt Lake has served thousands and created a nationally recognized cradle-to-career infrastructure that celebrates diversity and addresses the needs of all residents, regardless of their circumstances. Promise South Salt Lake helps deliver on three promises, which represent the highest hopes for the community.



1

Education:
Every child has the opportunity to attend and to graduate from college.

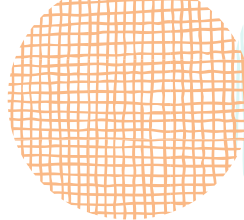
2

Safety:
Every resident has a safe, clean home and neighborhood.

3

Opportunity:
Everyone has the opportunity to be healthy and to prosper.





Millcreek Promise | Partner Since 2018



The city of Millcreek officially incorporated at the end of 2016, and during his time as Mayor, Jeff Silvestrini wanted to create something similar to the Promise department of South Salt Lake. He created Millcreek Promise in 2018 to show his commitment to all residents in Millcreek. Through this initiative, he made promises to the community in the areas of education, health and safety, and economic wellbeing.

With a mission to mobilize and support Millcreek residents to build community, bridge divides, and lift all boats, Millcreek Promise brings partnerships to their city to connect the community to resources. Additionally, when needed, Millcreek Promise creates programs of their own. Millcreek Promise became its own department in 2024, strengthening the impact it could make in the community to deliver on their three promises.

1

Education:

All Millcreek youth have the support to maximize academic success on their path to high school graduation and post-secondary education.

2

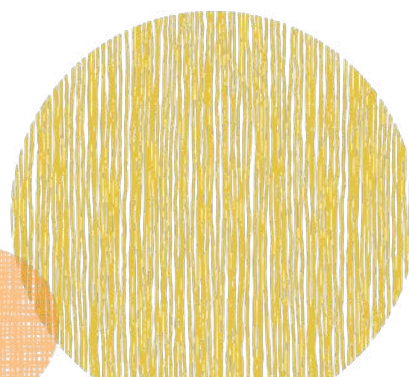
Health & Safety:

All Millcreek residents have access to health and safety services and resources.

3

Economic Wellbeing:

All Millcreek resident have the opportunities to provide a high quality of life for themselves and their families.





Data Sharing

Promise Partnership Utah aims to improve outcomes for kids and families. Sharing data enables us to better support students and families across our region.

Through a Data Sharing Agreement between Utah's Promise, the backbone organization for the Partnership, and Granite School District, individual-level data can be shared with backbone team members, and certain community partners in Promise Partnership Utah. Individual-level information is crucial to carry out the work of Promise Partnership Utah. It helps us understand community issues, identify solutions, commit to meaningful action, coordinate efforts, and assess the effectiveness of programs and strategies.

Individual-level information is ONLY shared with a small subset of community partners in Promise Partnership Utah who work directly on outcomes, and can be shared ONLY when all of the following conditions have been met:

- 1 An individual, parent, or guardian has given written consent to share information by signing the Promise Partnership Utah Data Consent Form.
- 2 The community partner has signed a data sharing agreement with Utah's Promise, the backbone organization of Promise Partnership Utah.
- 3 Community partner employees have signed Data Confidentiality Agreements with Utah's Promise and have completed their annual data privacy training.
- 4 The community partner works in the community and has a legitimate "need to know" the information, because knowing it will help them support an individual's success.

Data provided by the Partnership's backbone team is always de-identified, aggregate analysis unless individual-level data is specifically requested. Individual-level data can and will only be shared if the conditions above have been met. Any time we share individual-level data with a community partner, we document the request, data used, and any associated deliverables.



Student Data Protection

A law called the Family Educational Rights and Privacy Act (FERPA) protects students' information and clarifies safe data sharing practices among educational institutions and its partners. When a parent or guardian signs a Promise Partnership Utah Data Consent Form, their student's FERPA-protected information can be shared with community partners that are part of Promise Partnership Utah. Having the ability to track and report on individual and program successes is crucial to receiving funding and resources in order to provide high-quality programs which improve outcomes.

Student education and related information includes demographics, attendance, grades, and test scores. This is used to evaluate student success and needs, tailor services, assess program impact, and connect students and their families to additional resources that best serve them.

Promise Partnership Utah backbone staff are able to access student-level information through Granite School District and share it with certain community partners in Promise Partnership Utah as long as proper agreements and consent are in place, and FERPA compliance is maintained. Our purpose in data sharing is twofold: (1) support schools in improving student educational outcomes and (2) more easily coordinate efforts among partners to meet student and family needs.

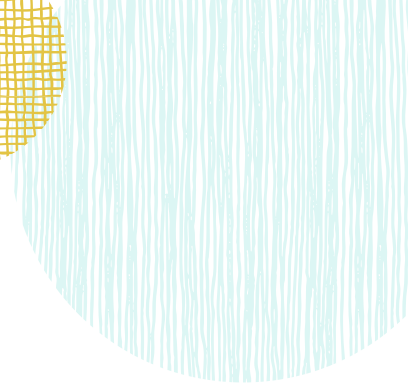
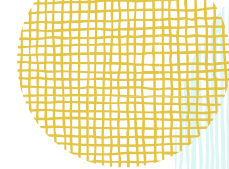
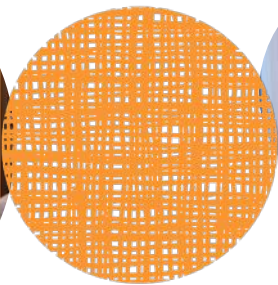
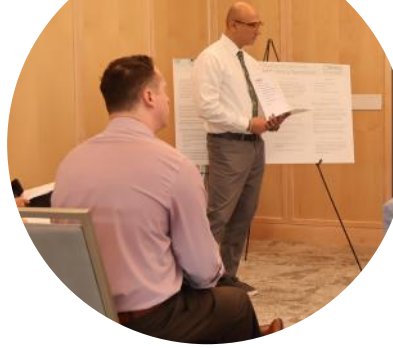
Data Consent Form

The Data Consent Form (DCF) is the document that parents or guardians sign giving the district permission to share student-level information with Promise Partnership Utah for education-related purposes. A cover letter is provided to parents alongside the DCF which provides context for the form. With the district's permission, these documents are part of school registration packets. These forms can also be distributed and collected by community partner organizations who serve Granite School District students.

In the case Data Consent Forms are printed and collected by a community partner organization, these signed physical copies of DCFs are returned to Partnership's backbone staff to digitize and send to Granite School District. If the form was signed digitally through partner registration, the partner organization is responsible for maintaining signed copies of the form, and will provide Partnership backbone staff with a list of students whose legal guardians have signed the form. This list must include information to aid Granite School District staff in uploading to Focus, including but not limited to Student First and Last name, Student ID, Address, Grade Level, and school attended.

If a parent or guardian did not receive a digital or hard copy of these documents (or if lost), backbone staff can provide additional paper copies or a digital copy.





Data Request Process

Data is a key piece of accomplishing our partnership goals, but the way data is accessed is very clearly outlined in the Utah’s Promise Data Sharing Agreement with Granite School District. Thus, when data sharing needs arise, please use the below request processes to request the data you need. When submitting your request, it is critical to clearly identify the entire audience of the data request to ensure we are following the Partnership’s data sharing policies.

When requesting data on behalf of a group, to avoid duplicate requests, please decide as a group who will request the data. That data should be shared back with the group once you receive it.

If you need to request data for reporting, presenting, or impact evaluation, please find your role below to know where that request should be submitted.

If you are a Granite School District employee

Your data requests should always be submitted following your internal policy, using a Halo ticket.

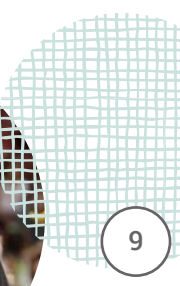
If you are a community partner in Promise Partnership Utah

Please submit your request using [this link](#).

If you are a Promise Partnership Utah backbone staff member

Please submit your data request using the [Internal Universal Request Form](#).

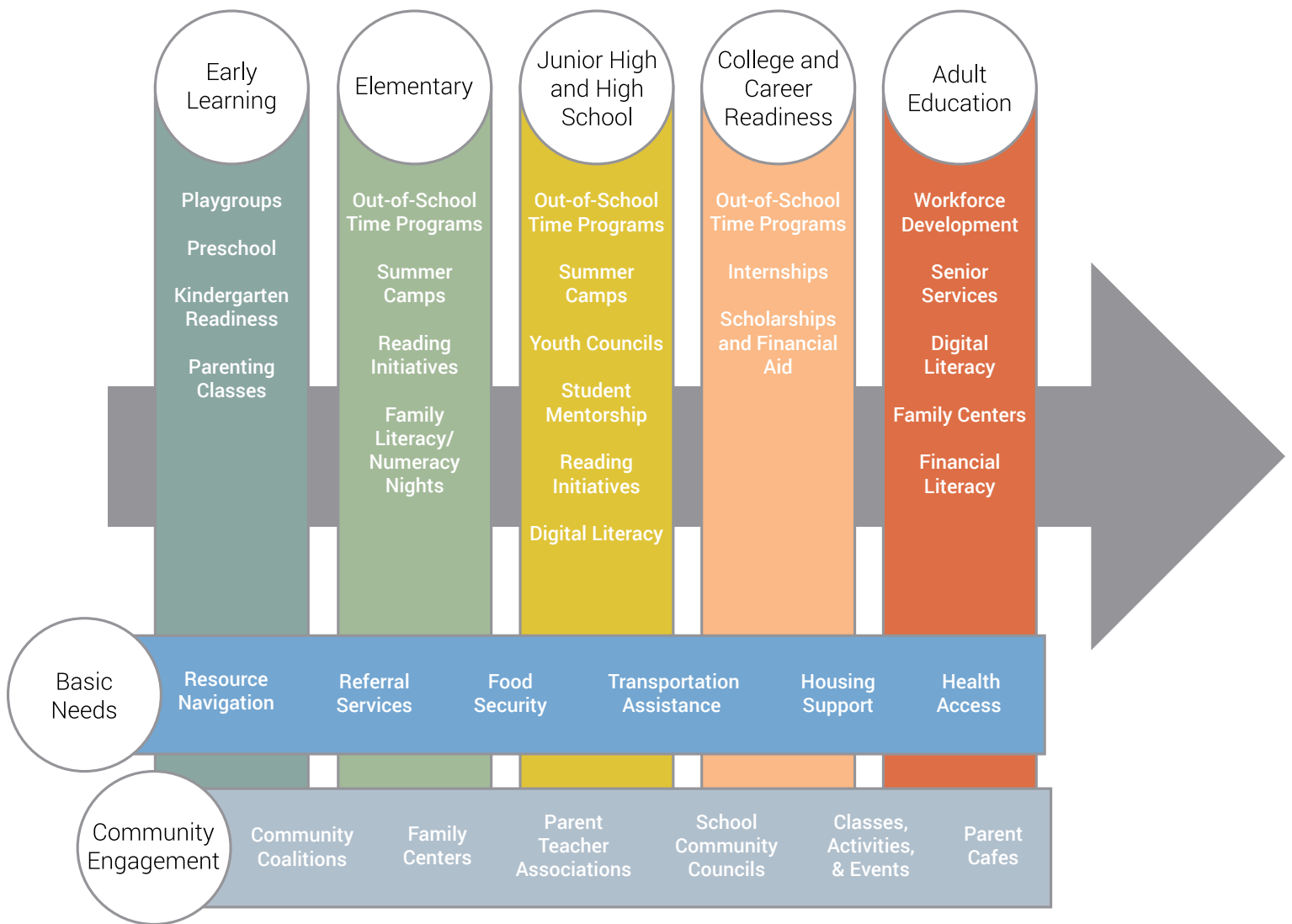
If you do not fit into any of the groups above, please reach out to the Promise Partnership Utah Data and Results backbone team at results@promisepartnership.org.





Cradle To Career

As we work toward our goals of 100% graduation and ensuring 100% of basic needs are met, a wide range of programs and services support students and families along the way. Below are some examples of these offerings, organized across the cradle-to-career continuum.



Community Partners by Outcome

As a partnership, it's important that programs and services are aligned to improve outcomes for youth and families. The table shows the services community partners provide services in support of the 100% goals in SSL and Millcreek.

Community Partner	Program Description	Outcome(s)
211 Utah	Provides service navigation and ongoing follow-up to ensure families get connected to the resources and support they need	Basic Needs
Asian Association of Utah	Provides programming and support for refugees, immigrants, and victims of human trafficking. Provides youth afterschool programs and behavioral health programs in the community	Elementary, Junior High & High School, Adult Education
Big Brothers Big Sisters of Utah	Provides one-on-one mentorship for youth	Junior High & High School
Catholic Community Services of Utah	Provides refugee youth enrollment, attendance assistance, and active alignment in Community Schools	Basic Needs, Adult Education
Community Nursing Services	Provides immunizations for school students and families and creates alignment in Community Schools	Basic Needs
English Skills Learning Center	Empowers parents with English classes, guidance for supporting their child's education, and active alignment in Community Schools	Adult Education
International Rescue Committee	Provides case management for refugee families, attendance assistance, and active alignment in Community Schools	Basic Needs
Latinos in Action	Offers an asset-based approach to bridging the graduation and opportunity gap for all students through an elective taught by a highly-qualified teacher at the middle and high school level. Offers AVID, designed to help middle schoolers succeed in rigorous courses and prepare for higher education	Junior High & High School, College & Career Readiness
Midtown Community Health Center	Offers patients of all ages and backgrounds comprehensive primary healthcare services including insurance navigation, well care, prenatal care, pediatrics, immunizations, and treatment for acute and chronic illnesses.	Basic Needs
Millcreek Promise	Committed to wellness and opportunity for all in Millcreek. Their focus areas are in education, health, safety, and economic wellbeing. They support the community by partnering with agencies that provide resources. They also run programs for the community, such as youth career exploration, digital literacy, healthy food access, and more.	College & Career Readiness, Basic Needs, Adult Education, Community Engagement
Promise South Salt Lake	Provides free youth, family, and adult services and is committed to giving everyone the opportunity to succeed. They foster lifelong success by uplifting community members to reach their full potential from cradle to career and beyond.	Early Learning, Elementary, Junior High & High School, College & Career Readiness, Basic Needs, Adult Education, Community Engagement
Salt Lake County Youth Services	Provides afterschool programming and active alignment in Community Schools	Elementary
University of Utah Reading Clinic	Provides reading clinics at three or more schools in South Salt Lake (priority) and Kearns, and active alignment in Community Schools	Elementary
Utah Afterschool Network	Provides afterschool and summer program quality support, professional development, data collection, advocacy, and alignment with schools and partners	Elementary, Junior High & High School
Utah Community Action	Provides housing and utility supports, home weatherization, career readiness and adult education, as well as Head Start programming to support families and in alignment with Community Schools	Basic Needs, Early Learning, Career Readiness, Adult Education
Utah Partners for Health	Provides mobile health and vision clinics and supports active alignment in Community Schools	Basic Needs





Frequently Asked Questions

GENERAL



By signing the Data Consent Form, how long are parents/guardians giving consent for?

By signing a DCF (only needs to be signed once), parents/guardians agree for any data gathered during the student's time in the district to be shared with Promise Partnership Utah. This may include retroactive student data (data from before the DCF was signed).

What is the data being used for?

Data is used to better understand student success and needs, tailor services, assess program impact, and to connect students and families with additional resources. Shared data may include academic student data like grades, progress reports, attendance records, discipline records, graduation records, and registration records.

What happens with consent when a student moves to a different school within Granite School District?

If a student moves schools within Granite, parent/guardian consent continues to be valid.

What happens with consent when a student transfers out of the district?

If the student leaves the District altogether, parent/guardian consent is no longer valid. Promise Partnership Utah will not have access to **future** student education data, however, Promise Partnership Utah may have access to historic student education data.

If a parent provides consent but later decides to withdraw it, what is the process for revoking that consent?

If a parent or guardian would like to revoke their consent, they should submit a written request to results@promisepartnership.org. Additional information may be requested from the parent or guardian to ensure the correct student has consent revoked.

SCHOOL PERSONNEL



What is "directory information?" And who can it be shared with?

According to the Federal Education Rights and Privacy Act, "directory information" is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance.

A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information."

Granite School District's annual directory notice is linked here: [Granite School District FERPA Directory Notice](#)

Frequently Asked Questions

COMMUNITY PARTNERS

Q Can a community partner ask a school for data or information about their student participants?

No. To protect student privacy and ensure compliance with our agreements, all data requests from community partner organizations in Promise Partnership Utah must be submitted through the Promise Partnership Utah Data and Results backbone team.

As outlined in the Data Sharing Agreement between Utah's Promise and Granite School District, the Promise Partnership Utah backbone team is responsible for reviewing and fulfilling data requests from community partners. **Community Partners should not request data directly from schools.**

When requesting student-level data for your program, data can only be shared if all of the required conditions are met.

If you are a community partner needing to submit a data request, please use the following form: [Promise Partnership Utah Data Request Form](#)

If a Promise Partnership Utah partner has access to student academic grade data, can they share that information with another partner (e.g., an afterschool program) without explicit permission?

No. Organizations who receive data from the Promise Partnership Utah Data & Results backbone team are strictly prohibited from re-sharing that data with any other individual or organization.

This request needs to be submitted to the Promise Partnership Utah Data and Results backbone team so that they can verify the following things:

1. The student's guardian has signed a Data Consent Form and it is on file with Granite School District
2. The requesting partner has a Data Sharing Agreement in place with Promise Partnership Utah
3. The individuals employed by the requesting partner who will be viewing the data have signed Data Confidentiality Agreements on file with Utah's Promise
4. The requesting partner has a legitimate "need to know" the information

If the above criteria are met, the Data and Results backbone team will coordinate and share that data with the requesting partner directly.

These requests can be submitted using this link:

[Promise Partnership Data Request Form](#)

At Promise South Salt Lake and Millcreek Promise, who can submit a Data Request through the Promise Partnership Utah backbone team?

1. Promise South Salt Lake data requests should first be discussed with direct supervisors and then the [Promise Partnership Utah Data Request Form](#) should be completed by a member of the Promise SSL Administration team.

2. Millcreek Promise data requests should be made through the Director of the Millcreek Promise department, who will complete the [Promise Partnership Utah Data Request Form](#).

PARENTS & GUARDIANS

Q What are the benefits of me allowing access to my/ my child's data?

It helps us understand community issues, identify solutions, commit to meaningful action, coordinate efforts, and assess the effectiveness of our programs and strategies to better serve the needs of every student.

Can a student participate in an afterschool program even if the Data Consent Form (DCF) is not signed?

Yes. Students can participate in afterschool programs even if their parent or guardian does not provide written consent. However, not having a signed DCF severely limits the program's ability to understand student success and tailor services since they cannot access student education data.

If I give consent now but choose not to in the future, where or who do I speak with to make that change?

If a parent or guardian would like to revoke their consent, they should submit a written request to results@promiepartnership.org. Additional information may be requested from the parent or guardian to ensure the correct student has consent revoked.