**Purpose**

The Children’s Learning Institute, hereinafter referred to as CLI, at The University of Texas Health Science Center at Houston provides opportunities for organizations to collaborate and share student-level information through the online platform CLI Engage. The purpose of this addendum is to provide a framework for CLI to establish student-level permissions in CLI Engage shared between both parties.

**Understanding**

Both parties agree upon that:

1. No collaboration will be established for sharing and viewing student-level data in CLI Engage until this addendum has been approved by both parties.
2. CLI will establish student-level data viewing and editing permissions for collaboration classrooms after a copy of the signed document and specific classroom collaboration details are received by CLI.
3. Specific collaboration details of classes, teachers, and students must be provided to CLI before can collaborations are established in the CLI Engage database:
	1. Each party will designate a primary contact for all collaborations in the addendum.
	2. Collaboration information must be submitted to CLI in the approved format that includes the names of both parties, schools, and teacher(s) assigned to the shared classrooms.
	3. Primary contacts from both parties will approve collaboration details in writing via email.
4. Only dually-enrolled students in collaboration classrooms will be shared by both parties.
5. Both parties will be able to view and edit data for only those classes approved by both parties.
6. Users with CLI Engage accounts will have the following level of access to view student-level data:
	1. Community/District Users and Specialists to view and edit student-level data for classes at schools that they are assigned to view.
	2. Principal/Directors will only have access to view and edit student-level data for classes at schools that they are assigned to view.
	3. School Specialists will only have access to view and edit student-level data for classes at schools that they are assigned to view.
	4. Teachers will only have access to view and edit student-level data for classes that they are assigned to view.
7. The parties will establish which party will upload student-level data into CLI Engage.
8. This agreement will be renewed at the start of each school year, or when additional classes are added as a part of the collaboration, whichever comes first.
9. Either party can request that access to view and edit student-level information can be removed from the other party at any time.
10. CLI will require written consent from both parties before any changes are made to student-level permission for users who have access to view and edit student-level data.

**Collaboration Classrooms**
CLI will establish permissions for users to view and edit student-level data for the schools and classes shared by both parties each school year. Specific details for each classrooms must be received by CLI in the approved format, with written approval via email by both parties before collaborations will be established in the CLI Engage database.

**Primary Contacts**

Both partners must provide the name and contact information for the person who will approve collaboration details for classrooms on CLI Engage. Staff at the Children’s Learning Institute will direct all communication regarding collaboration classrooms to the persons listed below.

Partner 1: Name

 Title

 Email

 Phone Number

Partner 2: Name

 Title

 Email

 Phone Number