

El Monte-Rosemead Adult School 24-25 School Year
Voluntary Authorization to Share Personally Identifiable Information and
Records Form

Dear Adult Education Participant,

El Monte-Rosemead Adult School welcomes you to the adult education program. We are here to improve the lives of all students we serve. One way we are able to offer classes and services to students like you is by using grant funding we receive from the California Department of Education (CDE). Because we accept this funding, we agree to provide you a quality education and to collect a variety of data we give to the CDE to improve programs.

The CDE has been authorized to collect, **on a voluntary basis**, the social security numbers (SSNs) or Individual Taxpayer Identification Number (ITIN) of adults participating in adult education programs so that accurate participation in those programs can be represented in reports. To fully understand and analyze the program participation, the CDE will share the information with the Employment Development Department (EDD) via the "Voluntary Authorization to Share Personally Identifiable Information and Records Form" below. This form is a request by El Monte-Rosemead Adult School and the CDE for you to **voluntarily consent** or **decline to consent** to provide your SSN or ITIN in this effort. We recognize that this is a request for confidential information and protecting it is our utmost concern. The following information should be helpful in understanding our commitment to maintaining your confidentiality.

1. The choice to consent or decline to consent **does not** impact your participation as a student at El Monte-Rosemead Adult School in any way.
2. The EDD will only use the confidential information to track the labor market outcomes of program participants (in compliance with all applicable state and federal laws and mandates), including all performance reporting requirements under the WIOA. It will **NEVER BE SHARED** in any way.
3. After aggregating the participant data (contained in the response file and meeting statutory reporting requirements), the EDD **will destroy** the response file containing participant data.

Thanks for your consideration in this manner.

Sincerely,



Carrie Frogue, Acting Principal

El Monte-Rosemead Adult School