OMAHA+ Public Schools

Release of Information (ROI) Completion Process for Community Partner Organizations
Community Partnership Team

A. **Preparation:**
   a. Ensure staff have access to the official OPS Release of Information (ROI) forms
      i. Forms are provided annually by the Community Partnership Team
      ii. Edited or manipulated forms will not be accepted
      iii. Partners are not to make any edits or changes to official OPS ROI form
   b. Communicate the process with organization staff and parents/legal guardians
   c. Assign staff to check, submit, and document ROI submissions
   d. Assign staff to follow up on ROIs that could not be verified

B. **ROI Form Completion:**
   a. One student per form
   b. Legal names of both student and parent/legal guardian
   c. ROI Form to be completed and handwriting legible:
      i. Student number highly recommended
      ii. Parent/legal guardian printed name, wet ink signature, and date are required

C. **Processing:**
   a. Staff to check ROI forms for completion and accuracy
   b. Completed ROI forms to be sent to Community Partnership Team
      i. service.providers@ops.org
      ii. Wet ink signatures are required
   c. Community Partnership Team will communicate if ROI form is verified
      i. If unable to verify, the Community Partnership Team will provide recommendations on how to proceed
   d. Community Partner Organization is responsible for obtaining new form and/or communicating additional steps to students and parent/legal guardians
   e. Community Partner Organization is responsible for informing the Community Partnership Team of any students no longer being served by the program.

D. **Remove ROIs that:**
   a. Are duplicate consents
      i. Avoid duplication by maintaining own database of submitted and verified ROIs
      ii. *If using CitySpan, check CitySpan to determine if an active consent is on file.*
   b. Are not signed by parent or legal guardian
      i. Stepparents, students' emergency contacts, foster parents, grandparents without educational rights are ineligible to sign
      ii. Updated guardianship paperwork should be submitted to school secretary
   c. Are not the current year. Past ROIs are void on 8/1.
   d. Are incomplete or illegible
   e. Have more than one student listed
   f. Have pre-printed information edited or crossed out
   g. Limits the data to be released