### A. Preparation for the Process
1. *Make copies on white paper.*
2. *Learn the process and communicate the process to staff and parents.*
3. *Assign staff to check ROIs, file ROIs and document ROI submission.*
4. *Assign staff to follow up on unverified ROIs.*
5. *Monitor the process at your site(s).*

### B. Inform Parent/Legal Guardian/Eligible Student
1. All information fields on the ROI must be complete and legible.
2. Parents and students use their legal names (as found on schedules, report cards etc).
3. Student numbers (6 digit) are required and are found on schedules/district communication to parents.
4. Program Name must match the name in OPS records. Do not use the school's nickname for the program.
5. Parent/Legal Guardian **printed name, signature, and date** are required.

### C. Monitor Preparation for Submission of the Release of Information
1. To insure all processes are completed as quickly as possible (verification, flag, uploaded for data sharing).
2. Organization staff are responsible for checking the ROIs.
3. ROIs must be checked for accuracy and corrected at the site before submitting to SIS.

1. Remove any ROIs that:
   - Are not the current ROI.
   - Are for students who are not enrolled in OPS.
   - Are not complete and legible.
   - Have more than one student's name.
   - Have any pre-printed information crossed out or changed.
   - Person indicates they are not the legal guardian of the student.
   - Indicates the parent/guardian or eligible student limits the data to be released.
   - Are missing parent/legal guardian, printed name, signature and date.
   - Have already been submitted to SIS. Check your systems and records.
   - Work with parents/guardians to complete the ROI and resubmit.

### D. Site Directors Monitor Submission of Release of Information.
1. Alphabetize.
2. ROIs will be received in SIS within 5 school days of the signature date.
3. Each week:
   - email to Service.providers@ops.org
   - Drop off at Student Information Services, TAC 3rd Floor Room 3-139.
   - Do not drop off ROIs in the Office of Community School and Family Engagement.
4. ROIs will not be accepted during Winter and Spring Recess.
5. The last day OPS will receive ROIs for the 18-19 school year is **May 15, 2019.**

### E. Monitor the ROI Completion Process.
1. Reasons for unverified ROIs will be emailed to your organization.
2. Check your information system. (If all information is available, consent form is verified).
3. Participate in Quality Assurance check provided by SIS.

**2018-2019**