



## StudentTracker Agreement for Educational Organizations and Agencies

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the National Student Clearinghouse (“Clearinghouse”), a not-for-profit corporation organized under the laws of the Commonwealth of Virginia, and the undersigned educational organization or agency (“Requestor”) agree as follows:

NATIONAL STUDENT CLEARINGHOUSE



Signature

Ricardo D. Torres

Print Name

President

Title

6/27/2024

Date

[www.studentclearinghouse.org](http://www.studentclearinghouse.org)

CHICAGO HOUSING AUTHORITY

Chicago Housing Authority (Contract No. 13163)

Requestor (Name of Requesting Organization)



06/27/2024

Signature

Date

Sheila Johnson

Print Name

Deputy Chief, Procurement

Title (legal notices will be sent to this individual)

60 E. Van Buren Street

Street Address

Chicago, IL 60605

City/State/Zip

312-786-6692

Telephone

[shejohnson@thecha.org](mailto:shejohnson@thecha.org)

Email

**The terms of this agreement incorporate Paragraphs 1 through 11 attached.**

## StudentTracker Agreement for Educational Organizations and Agencies

1. The Clearinghouse provides a nationwide, central repository of information on the enrollment status and educational achievements of postsecondary students. Participating educational institutions submit to the Clearinghouse information on the enrollment statuses of all of their students and listings of the alumni to whom they have awarded degrees or certificates. They appoint the Clearinghouse as their agent for purposes of reporting student information to authorized recipients.
2. At any time during the contract period, Requestor may submit to the Clearinghouse lists and/or individual names (“Request Files”) of persons in order to obtain data on their enrollment status and educational achievements at educational institutions. Requestor wishes to obtain this data in order to evaluate its programs and improve instruction. Requestor’s research will be ongoing in order to provide a longitudinal study on student outcomes. Requestor agrees to format and submit Request Files in accordance with Clearinghouse published specifications. Requestor’s Request Files will contain recent and near-present adults that are or were Chicago Housing Authority (CHA) household members. Currently, many of the services provided to CHA residents are aimed at self-sufficiency, with the attainment of a degree as a key measure. *Requestor will submit one (1) request file per year with no more than 120,000 records.* This agreement is set to expire 8/31/2029.
3. The Clearinghouse will promptly compare Request Files with its database and provide Requestor with information (“Response Files”) on the enrollment and academic achievements of the individuals in the Request Files that are provided by postsecondary institutions to the Clearinghouse. Characteristics and limitations on the use of the information in the Response Files are as follows:
  - a. The information in the Response Files will include enrollment and academic achievement information for individuals in the Request File for institutions attended at any point during their academic careers. Information will include: if the record was found (Y or N), enrollment period (dates), enrollment status (full-time, part-time, less than part-time), school name, school OE code), school characteristics (type or level, location), college graduation status (Y or N), and college graduation date and major if available.
  - b. Requestor agrees that it shall not use data provided by the Clearinghouse for any purpose other than the following: The data in aggregate form, may be used in conjunction with other collected data and shared with funding entities; published on requestor's website, in higher education and research journals, in papers; and presented in higher education or research forums.
  - c. Requestor agrees that it will communicate data contained in StudentTracker Response Files to individuals within its own organization. Requestor agrees that it will not release data provided by the Clearinghouse to any other individuals, institutions, or organizations, other than those identified above, either in student or institution identifiable form, without the Clearinghouse’s express written permission and payment of any additional fees that may be required.
  - d. The parties agree that the Clearinghouse does not release or confirm Social Security numbers under this Agreement and releases only unblocked directory information, as defined in FERPA, unless FERPA authorizes disclosure without consent.

- e. The Clearinghouse agrees to destroy all personally identifiable, non-directory information received from Requestor when it is no longer needed.
  - f. Both parties understand that the purpose of this study includes a longitudinal evaluation of the outcomes of Requestor's programs, and as such there is no firm end date for the study. Requestor agrees that, on an annual basis, it will review the need for data received under this Agreement and destroy all personally identifiable information received from Clearinghouse when the data is no longer needed to achieve this Agreement's purposes.
4. In the event Requestor is required to disclose any data provided hereunder (specifically including, but not limited to, information which could potentially identify individuals or specific postsecondary institutions) pursuant to any applicable statute, law, rule or regulation of any governmental authority or pursuant to any order of any court of competent jurisdiction, Requestor must provide the Clearinghouse prompt notice of such request for disclosure and reasonably cooperate with the Clearinghouse's efforts to obtain a protective order. The parties further agree that any disclosure effected pursuant to this provision is authorized only to the minimum extent necessary to allow Requestor to comply with a legal rule or order compelling the disclosure of information and shall not constitute a general waiver of the obligations of confidentiality under this Agreement.
  5. Requestor understands and agrees that the Clearinghouse releases only information that has been provided by educational institutions participating in the Clearinghouse. Accordingly, the Clearinghouse does not warrant or guarantee the completeness, accuracy or reliability of the enrollment information in its database. The Clearinghouse specifically disclaims any responsibility or liability for errors or omissions in information provided by educational institutions, including direct, indirect, incidental, special, or consequential damages resulting from Requestor's use of information released by the Clearinghouse under this Agreement.
  6. The Clearinghouse agrees to indemnify and hold Requestor harmless from any loss, cost, damage or expense suffered by Requestor as a direct result of the Clearinghouse's failure to comply with its obligations under this Agreement. The Clearinghouse agrees to maintain insurance covering errors and omissions in its data processing operations in the amount of at least two million dollars (\$2,000,000).
  7. In consideration of the services provided by the Clearinghouse under this Agreement, Requestor agrees to pay the Clearinghouse a fee based on the StudentTracker for Other Ed Org Pricing Schedule, which is Attachment 1 to this Agreement. Requestor agrees to submit payment of applicable fees within thirty (30) days of receipt of a bill from the Clearinghouse. The Clearinghouse reserves the right to withhold the release of the matched Response File(s) until payment is received.
  8. Requestor agrees to acknowledge in all internal and external reports, presentations, publications, press releases, and/or research announcements that utilize StudentTracker data that the source of the data is the StudentTracker service from the National Student Clearinghouse.

9. Requestor agrees to provide all notices to the Clearinghouse under this Agreement to:

National Student Clearinghouse  
2300 Dulles Station Boulevard, Suite 220  
Herndon, VA 20171  
Attn: Contracts Manager  
Electronically: [contracts@studentclearinghouse.org](mailto:contracts@studentclearinghouse.org)  
Fax: 703-742-4234

10. The Clearinghouse agrees to provide all notices under this Agreement to Requestor to the signatory and address on Page 1 of this Agreement unless otherwise instructed in writing by Requestor. The Clearinghouse considers the signatory to this Agreement as its primary contact for all operational and systems issues related to StudentTracker unless otherwise instructed in writing by Requestor.
11. Either party may terminate the Agreement by providing thirty (30) days written notice to the other party.

**Attachment 1: StudentTracker for Other Ed Org Pricing Schedule**  
**Effective as of July 1, 2023**

Price Band	Rate	Sample Query Size	Sample Cost
1 - 1,000	\$1.20	1,000	\$1,200
1,001 - 10,000	\$0.80	10,000	\$8,400
10,001 - 100,000	\$0.50	100,000	\$53,400
100,001 – 1,000,000	\$0.32	1,000,000	\$341,400
1,000,001 & higher	contact us		

**Price per query is calculated in the following manner:**

- 1) Determine the appropriate Price Band, based on the number of records being submitted for matching.
- 2) Add the Sample Cost of the previous Price Band to the result of the following calculation:

Number of records submitted for matching minus Sample Query Size of previous Price Band, then multiplied by Marginal Rate of current Price Band.

*Example: For 2,100 records submitted, fee would be  $\$1,200 + (2,100 - 1,000) \times \$0.80$ , or  $\$2,080$*

**Notes:**

- 1) Minimum price per query is \$600

**STUDENTTRACKER**  
**CONTACT LIST**

Organization Name: Chicago Housing Authority

**\*Executive Contact**

Name: Jennifer Hoyle

Title: Deputy Chief of Staff

Email Address: [jhoyle@thecha.org](mailto:jhoyle@thecha.org)

Phone Number: 312-913-7290

**\*Billing Contact**

(Person to receive billing invoice)

Name: Lucas Fopma

Title: Deputy Chief, Resident Services

Billing Address: 60 E. Van Buren Street, 10<sup>th</sup> Floor, Chicago IL 60605

Email Address: [RSInvoicing@thecha.org](mailto:RSInvoicing@thecha.org)

Phone Number: 312-913-5898

**\*Technical Contact(s)**

(Person(s) responsible for creating, sending and receiving file data)

Name: Caitlin Shea

Title: Project Manager, Data & Impact

Email Address: [cshea01@thecha.org](mailto:cshea01@thecha.org)

Phone Number: 312-913-7049

Name: Christopher Chavez

Title: Director, Planning & Analysis

Email Address: [cchavez@thecha.org](mailto:cchavez@thecha.org)

Phone Number: 312-913-5869