

Date: January 16, 2018

Memo: To All SkillsUSA Utah Advisors and CTE Professionals at the school and district levels. (Please share this information with all individuals that will be registering students as members of SkillsUSA during the current academic school year.)

From: Richard Wittwer, SkillsUSA Utah State Director

Subject: Student Personal Information Release Documentation

To properly manage student participation in the SkillsUSA organization, it is necessary and essential to use personal student information to register students as members, register students for SkillsUSA events at the national and state levels, conduct state and national leadership and competitive events, award industry prizes and scholarships, complete on-line testing activities, promote the SkillsUSA organization through photos and sound recordings, make airline flight and hotel room reservations and other similar uses of personal student information that require the sharing of personal student information with "third parties."

SkillsUSA lawyers have determined the only way the SkillsUSA National and Utah organizations can comply with the Utah personal student information confidentiality law is to require every SkillsUSA student in the state of Utah to provide a properly signed and legally binding student information, photo, and sound release document prior to the completion of student membership registration.

There are two options available to satisfy this requirement.

Option 1: The official SkillsUSA Utah "Personal Information Release, Photography and Sound Release, Personal Liability Release, Medical Release, and Code of Conduct Agreement" document is available on the SkillsUSA Utah State Website at <https://www.utahskillsusa.org/>. This document can be downloaded, printed, signed, dated and submitted to the students' SkillsUSA advisor or CTE director, who is required to verify accuracy and file the document in a secure location for the duration of the current academic year.

Option 2: When a school district has a current "Student Personal Information Release" document, policy or process that allows SkillsUSA, Inc. and SkillsUSA Utah to use student personal information to complete the necessary/essential activities as listed in the "Personal Information Release" and "Photography and Sound Release" sections of the official SkillsUSA Utah "Personal Information Release, Photography and Sound Release, Personal Liability Release, Medical Release, and Code of Conduct Agreement" document (available at <https://www.utahskillsusa.org/>), the school district document/policy/process is acceptable as proof that a properly signed and legally binding personal information release has been obtained and is on file at the school or district for the duration of the current academic year.

By virtue of a completed student membership registration through the national SkillsUSA website, the local SkillsUSA Advisor, school CTE professional or District CTE professional that completes the SkillsUSA membership registration guarantees and verifies that a properly signed, dated and legally binding "Student Personal Information Release" document is currently on file, in a secure location, for every student from their course/program/school or district registered as a member of SkillsUSA during the current academic year.

It is the responsibility of the school/district CTE professional to obtain and maintain properly signed and dated release documentation for every SkillsUSA member from their respective district.