



Confidentiality of Student Records Policy

This policy replaces all previous Confidentiality of Student Records policies.

Introduction

Pursuant to the Federal Education Rights and Privacy Act (FERPA) and other applicable state and federal laws, confidentiality of Aspire student records is a priority. Fiscal agents are responsible for ensuring confidentiality of records. Please communicate this policy to all Aspire-paid staff.

General

- A. FERPA requires that, with certain exceptions, education agencies obtain written consent prior to the disclosure of personally identifiable information (PII) from a student record. However, FERPA allows education agencies to disclose appropriately designated “directory information” without written consent, unless the student has advised the agency to the contrary in accordance with agency procedures. Aspire programs must comply with the procedures set by their fiscal agent regarding notifying students and, if applicable, parents annually of their rights under FERPA.**
- B. All local Aspire programs are responsible for ensuring that ABLELink data entry is completed only by authorized Aspire staff. Authorized staff must maintain their own login information (e.g. username, password) and keep the information secure.
- C. Appropriate measures must be taken to ensure confidential student records are protected from loss, theft or other compromise. Student records may be transported to approved ABLELink data entry sites, ensuring their confidentiality and safety at all times. Student records may not be taken to a public location (e.g. staff member’s home, other non-Aspire work location).
- D. Secure (encrypted) transmission methods must be used when transmitting student data electronically. Data containing PII cannot be stored in cloud storage such as Google Docs, Dropbox, iCloud, or OneDrive. Data stewards responsible for PII, or other institutional data, should designate where sensitive information should be stored. Generally sensitive information is stored in approved folders on the agency’s secured server.

This is a policy established by the Ohio Department of Higher Education’s state Aspire office. Questions concerning this policy should be directed to your regional Aspire program manager. The Ohio Literacy Resource Center provides support in the use of ABLELink, not interpreting or enforcing policies set by this office.

Additional Information about FERPA
[FERPA Presentation](#)
[Model Notice for Directory Information](#)