

## **Data sharing from the UConn ECE Program Office to UConn ECE Partner High Schools**

**To: High School Site Representatives, Assistant Principals, Associate Principals, Principals, School Directors, Superintendents, and other school and district professionals.**

Data sharing helps create more informed decisions and we value your need for data on your high school students who are concurrently enrolled in UConn's Early College Experience (ECE) Program. With students who are under the age of 18 and enrolled in high school and UConn at the same time, it can be difficult to always know which Student records and information is permissible to be shared under the Family Educational Rights and Privacy Act (FERPA). The following information is intended to outline what type of information the UConn ECE Program Office can share with you.

### **What is FERPA?**

FERPA affords certain rights regarding the access and protection of a Student's education records. The term "education record" includes any personally identifiable information, or "PII," contained in records, files, and other materials in any documented format that directly relates to a current or former Student. For example, a Student's course schedule, fee bills, conduct history, and grades are all considered education records under FERPA.

Education records maintained by UConn are protected by the University's [FERPA Policy](#) regardless of the Student's age. Like all University Student's, UConn generally requires an ECE Student's written consent prior to releasing their education records. However, some exceptions exist to permit the release of certain information without consent.

### **What UConn ECE student-level data can UConn ECE Site Representatives access?**

UConn ECE High School Site Representatives have access to the UConn ECE Grade Report Database, a tool that shares de-identified grade statistics by course at the Site Rep's high school for each of the last 4 years. School officials needing course information, including course, number of students enrolled in that course, breakdown of grades, and number of students earning credit should consult with their school's UConn ECE Site Representative.

### **I am a new Site Representative at my school and need identifiable student-level data for purposes of student advising.**

In most cases, the student's UConn grade and high school grade are the same, though it is possible for the high school grade and UConn grade to differ. UConn ECE grades must follow the standards of the specific UConn department providing the credit. For example, the UConn grade may reflect how the University department weighs the mid-term and final exams as a percentage of a student's course grade, whereas the high school grading system may reflect different criteria for assessment.

To access the exact course grade, work directly with your student who can disclose their *UConn* course information with you if they choose. To the extent a Student's course history and grades

are available within Dual Enroll, you may access this information for the purposes of advising a Student. Please do not share identifiable Dual Enrollment records with other High School Officials.

**What parties may I share UConn student records and information with?**

Under FERPA, you may share any records and information related to a Student, from both their high school and University files, with UConn so long as the disclosure is for purposes related to the Student's enrollment or transfer. You may always share any records and information that directly relate to a specific Student, with that Student.

For additional guidance on our FERPA policy for UConn ECE Instructors and Site Reps, please visit our [Resources](#) page.