



## 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 a UConn ECE Student's written consent prior to releasing their education records. However, some exceptions exist to permit the release of certain information without consent.

### **Who can access Student data?**

Students may access their personal data and share with whom they wish. Parents/ Guardians may not access or receive student data unless they are [granted access](#) by their Student. Instructors have access to the students registered in their course(s). UConn ECE High School Site Representatives (usually a school counselor) have school-wide access to student data.

### **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 password-protected 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 this de-identified information from the Grade Portal, such as 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 veteran Site Representative and would like identifiable student-level data for purposes of student advising.**

UConn ECE is unable to send sensitive student-level data through an unsecure email network, but Site Representatives are able to access course rosters with grades in the [Student Administration System](#).

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

New Site Representatives will have access to Student data starting the semester in which they are assigned the role of Site Representative, but will not have access to historic data.

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 Student Admin, you may access this information for the purposes of advising a Student.

**As a Site Representative, with whom may I share UConn student records and information?**

Under FERPA, Site Representatives 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.

Site Representatives may always share any records and information that directly relate to a specific Student, with that Student.

Please do not share identifiable UConn data with other High School Officials.

**I am an Assistant Principal, Associate Principal, Principal, School Director, Superintendent, or other school/ district professional and need student data for reporting purposes. Who do I contact?**

Work with your school's UConn ECE Site Representative for school-wide data that does not include PII.

For additional guidance on our FERPA policy for UConn ECE [Instructors](#) and [Site Representatives](#), please visit our <https://ece.uconn.edu/policies-procedures/>.