**Washington State GEAR UP collects student level data to comply with federal reporting requirements and the evaluation of program services. All data collection and storage practices comply with the Family Educational Rights and Privacy Act (FERPA). The data is collected to meet the U.S. Department of Education federal reporting requirements and to conduct program evaluations.**

# WSAC collects data through two methods:

1. A Data Share Agreement between the Office of Superintendent of Public Instruction and WSAC allows for a weekly Secure File Transfer from the Office of Superintendent of Public Instruction to the Washington Student Achievement Council (WSAC) and provides the following data:

|  |  |
| --- | --- |
| Student Name | State Student Identification Number |
| Date of Birth | Gender |
| Grade Level | Attendance History |
| Free Reduced Price Lunch Eligibility Status | English Language Learner Status |
| Ethnicity | Assessment Records |
| Current Enrollment Status | Course Enrollment and Grade History |
| Individualized Education Plan Status | Withdrawal and Enrollment History |
| Foster Care Status | Homeless Status |

1. WSAC GEAR UP provides designated GEAR UP school-based staff with access to the WSAC Portal. GEAR UP school-based staff enter student and family activity participation records on a weekly basis. The information accessible by school-based staff is limited to the following data elements:

|  |  |
| --- | --- |
| Student Name | State Student Identification Number |
| Gender and Date of Birth | Activity Participation Records |

## Portal Access:

Portal access requires a username and password. Users must not share login information with others. The WSAC Program Specialist reviews all requests for portal access and determines if access is necessary for program implementation and reporting. WSAC recommends that no more than two school-based staff have access to the portal.

## Upon logging into the WSAC Portal, the following message displays:

This site contains confidential student information on financial aid applicants provided by the Washington Student Achievement Council. The site is for use only by authorized WSAC staff, institution staff, employers and students. This site is not for use by the general public.

By logging in to this tool, I acknowledge that my responsibilities include:

* Protecting WSAC data in accordance with the Family Educational Rights and Privacy Act (FERPA).
* Protecting user authentication information from use by unauthorized persons.
* Using WSAC data only for purposes of administering and assisting students with state financial aid programs.

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**If you have any questions about the WSAC Portal or the data collected by GEAR UP, please contact Kelly Keeney, Program Specialist,** **kellyk@wsac.wa.gov****, or 360-485-1200.**