Act 837 provides for limitations and prohibitions on the collection and sharing of student information and requires LEAs to collect consent from parents or legal guardians to share students' personally identifiable information with the Louisiana Office of Student Financial Assistance (LOSFA) and postsecondary educational institutions through Board of Regents (BOR) to process applications for financial aid and college admission.

This document is intended to provide the steps LEAs should take to execute a parental consent process that ensures the maximum number of students remain eligible for financial aid and postsecondary admission.

THE BASICS

In the past, high school students were automatically eligible for financial aid opportunities, including TOPS, and consideration for postsecondary enrollment. Act 837 now requires parents to give consent to share data with LOSFA and BOR for students to be considered for these opportunities. To accomplish this, LEA's should:

☐ Distribute and collect parent consent forms for students in grades 8-12
☐ Modify local student transcript system to track whether consent was given and on what date (See *Data System Documentation* below).
☐ Indicate in local student transcript system which students have consent and date consent was given.
☐ Submit student-level data in STS with parental consent flag.
☐ Maintain original copies of signed consent forms.

TIPS:

✓ Make sure consent is in writing.
✓ If a student is eighteen years or older, they should grant or deny consent.
✓ Consent can be granted or revoked at any time.
✓ LEAs should still provide information to military and college recruiters unless a parent opts out.

DATA SYSTEM DOCUMENTATION

Rationale:

- STS will now require a field for LEAs to designate which students have parental/guardian consent to share personally identifiable information with LOSFA and postsecondary institutions through BOR.
- Only the personally identifiable information of students with parental/guardian consent indicated as *Yes* will be provided to LOSFA and postsecondary institutions through BOR.

Specifications:

- A flag will be added to the Student Record (020 record) of STS.
- Position 147 will now hold a Y or an N.
    - Y = Parental/Guardian Consent on file for the current school year
    - N = No Parental/Guardian Consent on file for the current school year
    - Empty values in this position will automatically be converted to "No" in the STS system
    - This flag is based on the beginning school year session and should be locally reset for re-entry every school year on the first day of school

Timeline:

LDE Programming will be complete by November 15, 2014. LEA programming should be completed by January 15, 2014.

Next Steps:

☐ Modify local student transcript system to contain the Parental/Guardian Consent Code value of Y or N and the date on which consent was given.
    - LEAs may consider additional local fields that may be necessary to track in their local systems to ensure accuracy of the consent flag.
    - Examples could include consent revocation date, parent name, etc.
☐ Modify local student transcript system to reset Parental/Guardian Consent Code value to N if the first day of school is greater than the parental date of consent.
☐ Modify the Student Record (020 record) extract to contain the Parental/Guardian Consent Code value of Y or N.

Email LOSFA.consent@la.gov for questions about this process.