**Changes to the Expedited Assessment Appeals (EAA) tool in the Graduation Alternatives application (EDS): “Admissions to a higher education institution or career preparation program”**

**PURPOSE/BACKGROUND**

For students who request an Expedited Assessment Appeals (EAA) Waiver via the “Admissions to a higher education institution or career preparation program” category, the Office of Superintendent of Public Instruction (OSPI) and the State Board for Community and Technical Colleges (SBCTC) are working together to ensure that students who apply for this waiver are receiving the support they need to successfully enroll in college.

To offer that support, OSPI must provide SBCTC with information about students requesting the waiver via this category so that the CTCs can contact the students to support their enrollment process. In order for OSPI to share identifiable student information with SBCTC, student or guardian consent is required under the Family Educational Rights and Privacy Act (FERPA).

OSPI is requesting that districts obtain consent from the student/student’s guardian to permit OSPI to disclose student information to SBCTC. With that consent, CTCs can contact students to help them be successful in pursuing this pathway.

**Steps for obtaining consent:**

1. Have student (if 18 years or older) or guardian (if student less than 18 years of age) sign a consent form. A sample consent form can be found below.
2. File the signed consent form in the student’s cumulative file.
3. Apply the cumulative file records retention schedule to all items in the file, including the consent form.

**Steps for communicating consent to OSPI:**

1. In the Expedited Assessment Appeals (EAA) tool, the district must indicate whether or not consent has been obtained.
2. In the EAA tool, the district must indicate which type of post-secondary institution the student was admitted to:
   1. Community or technical college (2-yr)
   2. Four-year higher education institution
   3. Career preparation program

More information about HB 1599 is available in [Bulletin B025-19](http://k12.wa.us/BulletinsMemos/Bulletins2019/B025-19.pdf) and on the Expedited Assessment Appeals [page](http://k12.wa.us/assessment/GraduationAlternatives/ExpeditedAppeals.aspx).

**Sample Consent Template**

**Students Using EAA – “Admission to Higher Education Institution or Career Program” category**

I consent to disclosure of my/my child’s information and use of the Expedited Assessment Appeal waiver for the purpose of facilitating enrollment and success in post-secondary education.  This consent authorizes disclosure to the higher education institution or career preparation program that has admitted my student and supports my waiver. This disclosure would occur between my/my child’s district, the Office of Superintendent of Public Instruction and the State Board for Community and Technical Colleges.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student (if 18 years or older)

Parent (if student is less than 18 years old)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_