

# WA State GEAR UP WSAC Portal Usage & FERPA



Washington State GEAR UP collects student-level data to comply with federal reporting requirements and to evaluate 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's federal reporting requirements and conduct program evaluations.

## WSAC collects data through two methods:

1. A Data Share Agreement between the Office of Superintendent of Public Instruction and provides the following data. This data is available to WSAC staff only. Deidentified and aggregate data are shared with the external evaluator and the U.S. Department of Education, including:

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	Homeless Status
Foster Care Status	Course Enrollment, Grade History, GPA
Individualized Education Plan Status	Withdrawal and Enrollment History

2. WSAC GEAR UP provides designated GEAR UP school-based staff access to the WSAC Portal. GEAR UP school-based staff enter student and family activity participation records weekly. 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 (family and student)

### Portal Access:

Portal access requires a username and password. Users must not share login information with others. The WSAC Program Manager reviews and approves/denies all requests for portal access. WSAC recommends that no more than two school staff have access to the portal.

### WHEN 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.

**If you have any questions about the WSAC Portal or the data collected by GEAR UP, contact Kelly Keeney, Program Manager, at [kellyk@wsac.wa.gov](mailto:kellyk@wsac.wa.gov) or 360-485-1200.**