



Dear College Credit Plus Families,

Thank you for supporting your student's decision to participate in the College Credit Plus (CCP) Program. CCP is Ohio's dual enrollment program that allows your child to complete high school graduation requirements while pursuing a higher education pathway to an in-demand career. Students taking CCP courses are considered both high school and college students. Due to this unique status, we recognize the potential for confusion related to the Federal Rights to Privacy Act (FERPA), specifically the parent or guardian's ability to view their student's educational records at the college level. The purpose of this communication is to reiterate the existing law and options for students and parents.

The U.S. Department of Education (USDOE) administers and enforces FERPA, along with the Protection of Pupil Rights Amendment (PPRA). We at the Ohio Department of Higher Education (ODHE) and the Ohio Department of Education and Workforce (ODEW) hope to enhance your experience with CCP by providing some informational resources.

When a minor-aged student progresses through a K-12 school district, the parents and guardians have the right to access educational records and additional information on their student. However, when a student attends a college or university, these rights transfer to the student regardless of their age.

When a minor-aged student participates in CCP, there are several avenues through which the parent or guardian may access the student's college records and information:

- The student may sign a consent form permitting the release of his/her educational records at the higher education institution to the student's parent(s).
- The parent/guardian or student may provide evidence of the student's dependent status for tax purposes under IRS rules.
 - This is completed at the higher education institution, and inquiries should be directed to the institution's staff.
- The higher education institution will share an enrollment roster and final course grades with the high school each semester.
 - There may be additional information the institution shares.
 - The parent/guardian may view any student information sent to the secondary school by the higher education institution that is part of the high school educational record/transcript of the high school.

For more information on FERPA, we recommend visiting the USDOE website on student privacy: studentprivacy.ed.gov. The website includes introductory information on FERPA, guides for parents/guardians to understand their rights, and robust training pages. For more information regarding CCP, please refer to the [Ohio Revised Code Chapter 3365](#) to review statutory requirements of College Credit Plus. Rules applied to CCP may be viewed in [Ohio Administrative Code Chapter 3333-1](#), in sections 65 through 65.14. Both can be found at codes.ohio.gov.

Our teams, which can be reached most easily at ccp@highered.ohio.gov, are available to address questions and aid in conversations with your school district or higher education institutions. Thanks for taking advantage of Ohio's outstanding CCP program.

Sincerely,



Mike Duffey
Chancellor
Ohio Department of Higher Education



Stephen Dackin
Director
Ohio Department of Education and Workforce



Department of
Education &
Workforce

Department of
Higher Education

BELMONT-HARRISON VOCATIONAL SCHOOL DISTRICT

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68090 Hammond Road
St. Clairsville, Ohio 43950-9817
(740) 695-9130
Fax (740) 695-5340
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Heather Austin, *Superintendent*
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Harrison Career and Technical Center
82500 Cadiz-Jewett Road
Cadiz, Ohio 43907-9427
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The Family Educational Rights and Privacy Act of 1974 (FERPA) and associated regulations set forth requirements designed to protect the privacy of student education records. FERPA protects all college students, including College Credit Plus participants, who are currently enrolled or formerly enrolled, regardless of their age. Students may consent to the release of their education records by completing and signing below.

By signing below, the student is allowing his/her parent/guardian access to their course information and grade reports while enrolled in the College Credit Plus program. This information is requested annually and must be reviewed annually.

Student name _____

Student signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Barnesville Exempted Village School District
Bellaire City School District
Bridgeport Exempted Village School District
Shadyside Local School District
Harrison Hills City School District
Martins Ferry City School District

St. Clairsville-Richland City School District
St. Johns School District

Union Local School District



