**Assurances Regarding Confidentiality** **Requirements**

**for Regional Career and Technical Education (CTE)**

**Coordinators**

**The completion and submission of this form is required before the staff of the Oregon Department of Education may provide you with confidential, sensitive, or personally identifiable information concerning students.**

Federal and state policies require written documentation concerning sharing data that may include confidential and personally identifiable information (PII) concerning students.

A Regional Career and Technical Education (CTE) Coordinator may be recognized by the Oregon Department of Education (ODE) as an authorized representative with legitimate educational interests to receive and use PII and other confidential information. The confidential data and information provided by ODE may include reports using data from the CTE Student Data Collection, the CTE Course Enrollment Data Collection, the CTE Program Update, and other collections requested by ODE.

A Regional CTE Coordinator needs access to such data to facilitate program improvement and student achievement, conduct evaluations and audits, and enforce compliance with federal and state legal requirements especially as related to career and technical education programs under the auspices of the state approval process and those that receive funding under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV).

I,       , provide the following assurances:

Name of Regional CTE Coordinator

1. I acknowledge that due to the expectations of my role as a Regional CTE Coordinator, I may be given access to and provided confidential, sensitive, and personally identifiable information (PII) concerning students.

1. I have legitimate educational interests to receive and use confidential and personally identifiable information.
2. I have written permission from my employer and each of the districts for which I act as Regional CTE Coordinator, to obtain, view, and use confidential and personally identifiable information, explicitly including CTE student and program data and information.
3. I have not been denied by my employer or any of the districts within my region and for which I have responsibilities as Regional CTE Coordinator, to obtain, view, or use confidential and personally identifiable information.
4. I will handle all confidential and personally identifiable information according to the confidentiality and privacy laws and policies of the Family Educational Rights and Privacy Act (FERPA), the state, my employing organization, and the districts for which I act as Regional CTE Coordinator.
5. I will provide access to confidential and personally identifiable information to only those with legitimate educational interests and who also understand and agree to follow the confidentiality and privacy laws and policies of the Family Educational Rights and Privacy Act (FERPA), the state, his or her employing organization or district, and this agreement.
6. I will destroy and ensure that the confidential and personally identifiable information that I have shared with others is destroyed when it is no longer essential to conduct evaluations and audits or to enforce compliance with federal and state legal requirements, within one year of receiving it, or when I have access to data for the most recent reporting year available, whichever is sooner.
7. I will remain informed of the confidentiality and privacy laws and policies of the Family Educational Rights and Privacy Act (FERPA), the state, my employing organization, and the districts for which I act as Regional CTE Coordinator, and of any changes that may occur in the future.
8. I will inform the designated representative of ODE immediately of any change in my employment or status that impacts my role as a Regional CTE Coordinator or as an authorized representative with legitimate educational interests to receive and use confidential and personally identifiable information provided by ODE.
9. I acknowledge that I may be requested to and agree to promptly provide documentation to ODE to verify any of assurances above.

(See next page)

Continued…

**Summary Declaration:**

I acknowledge that if I fail to submit this form, or to adhere to all applicable confidentiality and privacy laws and policies, and the conditions of this agreement, I may lose my recognition by ODE as an authorized representative who may receive confidential and personally identifiable information (PII) concerning students, and as a Regional CTE Coordinator. I understand that other disciplinary, civil, or criminal actions are also possible for the failure to adhere to the applicable laws and policies. By signing below, I attest that I will comply to the greatest extent practicable.

**Signature: **

Sign here or insert electronic signature

**Name of Regional CTE Coordinator:**       **Date:**

**E-mail address:**

**Phone number:**

**Number and name of CTE Region:**

**Name of employer:**

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**Signature: **

Sign here or insert electronic signature

**Name of Supervisor of Regional CTE Coordinator:**       **Date:**

**Title:**

**E-mail address:**

**Phone number:**

**Name of employer:**

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Please return this completed and signed form to the designated representative:

Dr. Brent R. Jacobsen

CTE and Perkins Data, Reporting, Accountability

Oregon Department of Education

Office of Learning

255 Capitol Street NE, 2nd Floor

Salem, OR 97310

Fax: (503) 378-5156

[brent.jacobsen@state.or.us](mailto:brent.jacobsen@state.or.us)

*Note: A copy of signatures conveyed as a fax or PDF*

*and/or an electronic signature are considered as valid*

*as an original signature.*

The laws, regulations, and policies concerning students’ confidential and personally identifiable information are broad, variable, and often complex. You are responsible for knowing your employer’s applicable policies, as well as those of the districts for which you act as Regional CTE Coordinator. You may want to consult with legal counsel.

Most policies are rooted to the Family Educational Rights and Privacy Act (FERPA) regulations (34 CFR Part 99). For your convenience and on-going professional development, the following resources are provided:

* USDOE Family Policy Compliance Office (FPCO) - <http://www2.ed.gov/policy/gen/guid/fpco/index.html>.

If you would like technical assistance on this area of the law, or more information about the best practices for privacy, confidentiality, and data security, please contact PTAC at [PrivacyTA@ed.gov](mailto:PrivacyTA@ed.gov) or Toll-Free Phone: 855-249-3072.

* USDOE Privacy Technical Assistance Center (PTAC) - <http://www2.ed.gov/policy/gen/guid/ptac/index.html>.
* FERPA Regulations: An Overview for SEAs and LEAs - <http://www2.ed.gov/policy/gen/guid/fpco/pdf/sealea_overview.pdf>.
* FERPA Final Regulations - <http://www.gpo.gov/fdsys/pkg/FR-2011-12-02/pdf/2011-30683.pdf>.
* Basic Concepts and Definitions for Privacy and Confidentiality in Student Education Records - <http://nces.ed.gov/pubs2011/2011601.pdf>.
* Data Stewardship: Managing Personally Identifiable Information in Electronic Student Education Records - <http://nces.ed.gov/pubs2011/2011602.pdf>.
* ODE Information Security and Privacy - <http://www.ode.state.or.us/search/page/?id=3554>.