

## **PRIVACY**

### **PARENTAL CONSENT**

Beginning with students graduating from a public high school in 2015, high schools **may not** collect your personal academic information and provide it to LOSFA **unless** your parent or legal guardian has given written consent. Your school will provide you and your parents with a consent form, and you will be given the choice whether to consent or not to consent. Your parents must complete the form and return it to your high school. If your parents change their minds about the option they choose, they can complete another form with the other option selected and return it to your school.

Once your parents have provided consent, you will have access to the LOSFA Student Hub, an online service which will allow you to track your progress towards becoming eligible for TOPS. It will also provide you with a number of college access and career readiness services, including storing your data to populate the TOPS Tracker. The TOPS Tracker will allow you and your parents to see whether you are earning at least the minimum required grade point average required to be eligible for TOPS, whether you have earned the minimum required ACT/SAT score, and whether you are earning credit in the courses required to complete the TOPS Core Curriculum that is applicable to your graduation year.

To provide the TOPS Tracker from the beginning of high school, your parents must provide consent for LOSFA to receive your high school academic information, including your full name, date of birth, social security number, and your transcript data (grades, courses, etc. beginning with the ninth grade). If you and your parents do not want to use the TOPS Tracker, then you will not need to provide consent for LOSFA to receive your academic information until it is time for you to apply for TOPS. LOSFA cannot determine eligibility for a TOPS Award unless it has received information on all the courses you took in high school and your grades in those courses. If you and your parents do not provide consent until the end of your senior year, the determination of your eligibility for a TOPS Award will be delayed.

In addition to providing the college and career access services noted above, the Student Hub will be used to determine your eligibility for TOPS and to track your continuing eligibility for the award. The Student Hub will also provide you with important information about your TOPS Award from time to time through emails and/or text messages, so it is very important that you establish an account on <https://www.osfa.la.gov/studenthub.html> and keep your email address in the Hub up to date.

### **TRANSCRIPT DATA**

To determine whether you are eligible for a TOPS Award or another award and for reporting for federal grants that support education in Louisiana, LOSFA must have access to certain data included in the Louisiana Department of Education Student Transcript System. The transcript data provided to LOSFA includes, but is not limited to, the following:

**Student Transcript Data:**

ACT Site Code  
Beginning School Session Year  
Career Option Code  
Core Curriculum Waiver Flag  
Core Curriculum Met Flag  
Credit Attempted Count  
Credit Earned Count  
Units allowed  
Units attempted  
Units earned  
Units passed  
Units required  
Units waived  
Category Description  
Category Met  
Category Number  
Course Beginning School Session Year  
Course Code  
Course Part Number  
Semester Code  
Course Site Code  
Course Site Name  
Course Sponsor Code  
Course Type Code  
Distance Learning Course Type Code  
Grade Point Maximum Count  
Relative GPA  
Student's Unique Identifier  
Accumulated GPA  
GPA 6 Decimal positions  
Grade point count  
Quality Points Awarded Count  
TOPS award type  
TOPS GPA  
TOPS award type description  
Graduation Date  
Student's grade placement for the submission year  
Beginning School Session Year when the student entered the 9th grade  
Last update date  
Letter Grade  
The 6 digit code assigned to each school by LDE. The first three digits will always match the Sponsor Code.

Date last updated  
Date file was recalculated  
ALTP Units  
Anticipated Grad Year  
Comp GPA  
Ethnic Code  
Grade Code  
Local ID  
School District  
Sex Code  
TGP Count  
Local Course Code

The following elements will be provided to ensure that each student's data is correct: Full name, date of birth, Social Security Number.

### **SOCIAL SECURITY NUMBERS (SSNs)**

LOSFA's computer application uses your social security number to match the data provided on the Free Application for Federal Student Aid (the "FAFSA") or TOPS Online Application with your high school transcript data. Your ACT score is matched to these data elements using your first name, last name, and date of birth, as well as other data elements if a match cannot be made using only the first name, last name, and date of birth. Be sure that the name that you use on the ACT exactly matches your name on file with your high school and the name you use on the FAFSA. For example, if your high school records state that your name is John Q. Smith, your ACT and your FAFSA should use the name John Q. Smith, not John Smith, not John Quincy Smith, and not Quincy Smith. If your name differs in the slightest way in any of these documents, the determination of your eligibility for TOPS may be delayed.

Your social security number does not appear on LOSFA's computer screens and LOSFA's employees do not have access to it. When SSNs are received from any source, they are immediately encrypted (encoded in such a way that only the computer program can use them).

As a part of our efforts to ensure the security of your information, we ask that you **never** include a SSN in any correspondence to LOSFA or in a conversation with a LOSFA employee.

### **LOSFA ID NUMBER**

To ensure that you can access your information and to allow LOSFA employees to provide assistance, LOSFA issues each student a unique LOSFA ID number. You should **always** include your LOSFA ID number on all correspondence to LOSFA, and you should be prepared to provide that number to LOSFA if/when calling for information. The LOSFA ID is assigned to you after you have completed your FAFSA and LOSFA has matched it with your ACT records.

If you do not know or have your LOSFA ID number, send an email to [custserv@la.gov](mailto:custserv@la.gov).