



Office of Career-Technical and Adult Education

Vicki Melvin

Director

Superintendent of Public Instruction

POLICY MEMORANDUM (FY2003-01)

TO: Fiscal Year 2003 ABLE Instructional Program Directors and Coordinators
FROM: Jim Bowling, State Director, Adult Basic and Literacy Education
SUBJECT: Confidentiality of Student Record Information/ABLELink Data Entry
DATE: July 23, 2002

All local personnel are to be reminded that ABLE student records are restricted to the confidential use of authorized staff using computers that are under the direct supervision and control of the funded agency's administration. The confidentiality of this information must be protected at all times and must be appropriately secured by program staff to prevent any compromise of the data by unauthorized persons.

To ensure that all student information is kept confidential, the following policy is effective immediately and is to remain in effect unless otherwise advised in writing by this office.

- All local ABLE programs are responsible for ensuring that ABLELink data entry is completed only by authorized ABLE staff and only on computers located at a program site that is under the direct supervision and control of the funded agency;
- No staff member may download the ABLELink program into any computer that has not been authorized for this purpose by their ABLE Director;
- Student records are not to be removed from local ABLE program sites for ABLELink data entry or any other purposes;
- Appropriate measures will be taken to ensure that confidential student records are protected from loss, theft, or other compromise.

Please communicate this important FY 2003 policy to all of your ABLE staff. It is your responsibility for the staff's understanding and compliance with it.

This is established policy of the state program office for ABLE within the Ohio Department of Education. Questions concerning this policy should be directed to your State ABLE Consultant. The Ohio Literacy Resource Center ABLELink staff offers assistance in using ABLELink, not in interpreting or enforcing the policies set by the state program office.

Thank you for your attention to this matter and best regards for a successful program year.

JAB:js

cc: State ABLE Consultants
ABLE State Leadership Network
File