



Office of Career-Technical and Adult Education

Vicki Melvin
Director

Superintendent of Public Instruction

POLICY MEMORANDUM (FY 2005 – 01)

To: Adult Basic and Literacy Education Administrators
From: Denise L. Pottmeyer, State Director, Adult Basic and Literacy Education
Subject: Revised Release of Information (RIF) and Revocation of Release of Information (R-RIF) Forms and New Post-Secondary Education Data Match
Date: October 18, 2004

Effective November 1, 2004, Adult Basic and Literacy Education (ABLE) programs funded by the Ohio Department of Education (ODE) are required to use the Revised Release of Information Form and Revocation of Release of Information Form (both dated 11/1/04) provided by our office. These forms may be downloaded from the ABLE website at www.ode.state.oh.us/ctae/adult/able beginning October 22, 2004.

The revised forms require the student's signature (and parent's signature if the student is under 18) in order to authorize ODE to release educational records to the Ohio Department of Job and Family Services for the employment data match. The Ohio Board of Regents was added to these forms to inform the student that ODE will match student records to obtain the enrollment in postsecondary education. Although, according to FERPA, a student's signature is not required for the postsecondary education data match, we want the student to be informed that his/her record will be sent to the Board of Regents. The GED data match is internal to ODE and does not require explicit student consent, so ODE is not listed on the RIF and R-RIF.

The Student Registration Form must indicate that the student has signed the RIF, and the signed RIF must be kept on file with the local ABLE program. If the box on the Student Registration Form has not been checked, the employment data match for that individual will not occur. In this case, neither the local program nor the state could include these outcomes in their respective performance data reports.

The Release of Information Forms are only valid for follow-up for the project period in which the student is enrolled, plus six months following. For FY 2005, this period is from July 1, 2004 through December 31, 2005. This will support the required state level data match process.

Local ABLE programs should solicit newly signed RIFs for all students at their time of orientation and registration and keep this documentation on file.

The data match will provide the program with student-specific information similar to the GED data match reports. Programs can receive credit in ABLELink for students who enroll in institutions not covered by the data match, but only if they continue to use the follow-up survey. These surveys and the list of students for whom follow-up is done must be kept on file.