



CJUSD FAFSA or CADAA Opt-Out Form

The Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) determines a pupil's eligibility for financial aid to assist with a pupil's attendance at a college or career school. California Education Code (CEC) § 51225.7 requires a local educational agency to confirm each 12th grade pupil's completion and submission of a FAFSA or CADAA unless the pupil is determined to be exempt or an opt-out form is completed by a pupil who is a legally emancipated minor, a pupil who is 18 years or older, a legal guardian, or parent, or a local educational agency on a pupil's behalf. This opt-out form permits a pupil to opt out of the completion of a FAFSA or CADAA form. To opt a pupil out of the Financial Aid Application requirement, please complete this form and return it to your local high school counselor by **March 17, 2023**. *Submitting a Financial Aid Application Opt-Out Form **does not** prohibit a pupil from completing and submitting a financial aid application at any time in the future.*

STUDENT INFORMATION

Student Name (First, Last)		
Date of Birth (Month, Day, Year)		
Statewide Student Identifier (SSID)		
<p>Option 1 – Pupil Authorization (emancipated minor or age 18 or older): By signing this form, I have read the information on the reverse, I understand what the FAFSA and CADAA are, and I choose not to submit the completed financial aid application.</p>		
Student Signature	Student Printed Name	Date
<p>Option 2 – Parent or Guardian Authorization: The pupil named on this form is under the age of 18. I am a parent or legal guardian of the above-named pupil, and by signing this form I have read the information on the reverse, I understand what the FAFSA and CADAA are, and I choose for my pupil not to submit the completed financial aid application.</p>		
Parent or Guardian Signature	Parent or Guardian Printed Name	Date
<p>Option 3 – Counselor Authorization: My signature below certifies that reasonable efforts to ensure the pupil completed the FAFSA/CADAA application have been made, but I have determined the pupil is unable to complete requirements of Education Code Section 51225.7.</p>		
Counselor Signature	Counselor Printed Name	Date



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Appendix B

Colton Joint USD

Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA)
Completion Requirement (Education Code Section 51227.5) Acceptable Use Policy

Introduction and Overview

Education Code Section 51225.7, enacted in 2021, requires that each local educational agency ensure that each 12th grade pupil complete specified financial aid applications, opt-out of the requirement, or be determined exempt from the requirement. To assist in complying with Section 51225.7, certain confidential information related to pupils' completion of those applications may be shared with Colton Joint Unified School District.

The purpose of this policy is to ensure that Colton Joint Unified School District, its staff and contractors, comply with state laws related to the confidentiality and privacy of information shared by parents, legal guardians, and pupils under Section 51225.7, as well as confidential information that may be shared with Colton Joint Unified School District by other government agencies, and to protect against the unauthorized disclosure of Confidential Information provided to Colton Joint Unified School District. Failure to ensure the confidentiality of Confidential Information provided to Colton Joint Unified School District to ensure compliance with Section 51225.7 could result in a violation of state law and an invasion of parents' and pupils' rights to privacy in their financial and educational records.

Policy

Disclosure of Confidential Information shall be limited solely to personnel having the need and authorization to access such information. Colton Joint Unified School District's employees, contractors, consultants and temporary employees having access to Colton Joint Unified School District's information assets (data and systems) or to the specific Confidential Information provided to the Colton Joint Unified School District for purpose of Education Code Section 51225.7, shall acknowledge adherence to this policy and sign an information security and confidentiality agreement provided by Colton Joint Unified School District.

State Law Requirements

Colton Joint Unified School District designates the high school counselor as the individual responsible for implementing this policy and ensuring compliance with its provisions. Counselors shall maintain in writing Colton Joint Unified School District policies and procedures that support this policy, maintain a list of staff, contractors, and other individuals who have access to confidential information pursuant to this policy, and ensure all such individuals are included in Colton Joint Unified School District's annual information security and privacy awareness training.

Colton Joint Unified School District will ensure that it handles any Confidential Information it collects for purposes of complying with Education Code Section 51225.7 in a manner consistent with the following state laws, where applicable, and with any policies and procedures Colton Joint Unified School District has adopted in furtherance of these laws:

- (1) the California Information Practices Act (California Civil Code Sections 1798, et seq.);
- (2) California's Pupil Protections Relating to Immigration and Citizenship Status provisions (Education Code Section 234.7);
- (3) California's Values Act (Government Code Sections 7284, et seq.);
- (4) California Student Online Personal Information Practice Act (Business and Professions Code Sections 22584, et seq.);
- (5) Third Party Contracts for the digital storage, maintenance, and retrieval of student records (Education Code Section 49073.1);
- (6) Pupil Records (Education Code Sections 49060, et seq. and any related regulations); and
Please visit our district website for our privacy statement.
- (7) California's Public Records Act (Government Code Sections 6250, et seq.)

In addition to the foregoing, the following conditions apply to Colton Joint Unified School District's management of Confidential Information collected or maintained by it in furtherance of the requirements of Education Code Section 51225.7:

- Colton Joint Unified School District will ensure that Confidential information will be maintained on a secure data infrastructure with appropriate levels of security for the data based on the Federal Information Processing Standards Publication 199 protection levels. Confidential Information will not be copied to other computers and will not physically leave Colton Joint Unified School District's data infrastructure. Colton Joint Unified School District will apply security patches and upgrades and keep virus software up-to-date on all systems on which data may be used.
- If transfer of Confidential Information to a third party is necessary, Colton Joint Unified School District will ensure such transfer is only made for purposes of furthering [local educational agency]'s obligations pursuant to Education Code Section 51225.7 and that such transfers are only made to parties covered by this acceptable use policy, or which are otherwise bound by the same requirements as this policy. In addition, any such transfer will be made in a secure manner, such as secure file transfer protocol, an encrypted cloud-based solution, or an encrypted hard drive.
- The Colton Joint Unified School District shall not disclose of any Confidential Information in Colton Joint Unified School District's possession pursuant to fulfilling its obligations under Education Code Section 51225.7 if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA) or applicable state laws.
- The Colton Joint Unified School District shall not disclose Confidential Information to third parties not covered by this acceptable use policy without the written consent of the pupil, or a parent or guardian when the pupil is a minor. Written consent shall include: (1) the signature and date of the parent, guardian, or eligible pupil providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible pupil, a copy of the records to be released. The Colton Joint Unified School District shall permanently keep the consent notice with the pupil record file.

If a pupil, parent, or guardian chooses not to provide information that could assist Colton Joint Unified School District in meeting its obligations pursuant to Education Code Section 51225.7, Colton Joint Unified School District shall not use such actions as a basis to discriminate against any pupils or families or bar children from enrolling or attending school or discipline the pupil in any fashion.

Definition of Key Terms

"FAFSA" means the Free Application for Federal Student Aid.

"CADAA" means the California Dream Act Application.

"FAFSA/CADAA Completion Requirements" means the requirements contained in Education Code Section 51225.7 that local educational agencies ensure that each 12th grade pupil either (1) complete a FAFSA or CADAA application; (2) opt out of the completion requirement; or (3) is otherwise exempt from the requirement.

"Confidential Information" means any information shared by parents, legal guardians, and pupils to assist Colton Joint Unified School District in complying with Education Code Section 51225.7, as well as information related to a pupil's

FAFSA or CADAA status that is provided to Colton Joint Unified School District by the California Student Aid Commission, California Department of Education, or other entity; and any similar information created by Colton Joint Unified School District related to its compliance with Education Code Section 51225.7

