



Dear College Credit Plus Families,

Thank you for supporting your student's decision to participate in the College Credit Plus (CCP) Program. CCP is Ohio's dual enrollment program that allows your child to complete high school graduation requirements while pursuing a higher education pathway to an in-demand career. Students taking CCP courses are considered both high school and college students. Due to this unique status, we recognize the potential for confusion related to the Federal Rights to Privacy Act (FERPA), specifically the parent or guardian's ability to view their student's educational records at the college level. The purpose of this communication is to reiterate the existing law and options for students and parents.

The U.S. Department of Education (USDOE) administers and enforces FERPA, along with the Protection of Pupil Rights Amendment (PPRA). We at the Ohio Department of Higher Education (ODHE) and the Ohio Department of Education and Workforce (ODEW) hope to enhance your experience with CCP by providing some informational resources.

When a minor-aged student progresses through a K-12 school district, the parents and guardians have the right to access educational records and additional information on their student. However, when a student attends a college or university, these rights transfer to the student regardless of their age.

When a minor-aged student participates in CCP, there are several avenues through which the parent or guardian may access the student's college records and information:

- The student may sign a consent form permitting the release of his/her educational records at the higher education institution to the student's parent(s).
- The parent/guardian or student may provide evidence of the student's dependent status for tax purposes under IRS rules.
 - This is completed at the higher education institution, and inquiries should be directed to the institution's staff.
- The higher education institution will share an enrollment roster and final course grades with the high school each semester.
 - There may be additional information the institution shares.
 - The parent/guardian may view any student information sent to the secondary school by the higher education institution that is part of the high school educational record/transcript of the high school.

For more information on FERPA, we recommend visiting the USDOE website on student privacy: studentprivacy.ed.gov. The website includes introductory information on FERPA, guides for parents/guardians to understand their rights, and robust training pages. For more information regarding CCP, please refer to the [Ohio Revised Code Chapter 3365](#) to review statutory requirements of College Credit Plus. Rules applied to CCP may be viewed in [Ohio Administrative Code Chapter 3333-1](#), in sections 65 through 65.14. Both can be found at codes.ohio.gov.

Our teams, which can be reached most easily at ccp@highered.ohio.gov, are available to address questions and aid in conversations with your school district or higher education institutions. Thanks for taking advantage of Ohio's outstanding CCP program.

Sincerely,



Mike Duffey
Chancellor
Ohio Department of Higher Education



Stephen Dackin
Director
Ohio Department of Education and Workforce



Department of
Education &
Workforce

Department of
Higher Education