

Parent/Legal Guardian Viewing Policy

Parents/legal guardians of students who wish to review student response documents from statewide assessments may do so only under the supervision of Ohio Department of Education (ODE) personnel. To ensure the student's privacy rights, the parent/legal guardian shall obtain from the district superintendent, or designee, a letter on district letterhead confirming the parent's/legal guardian's legal right to view the student's test documents and will fax or mail a written request to view the student test booklet or answer document. Both the letter of identification and the written request may be faxed to the Office of Curriculum and Assessment, attention: Paula Mahaley 614 995-5568 OR a written request may be sent to:

Ohio Department of Education
Office of Curriculum and Assessment
25 South Front Street, M-Stop 507
Columbus, OH 43215
Attn: Paula Mahaley

Each request must include the district name (and preferably IRN), school name (and preferably IRN), student name, SSID if available, birth date, grade, and test subject(s) for each student for whom response documents are requested. Requests should include contact names and appropriate daytime phone contact number(s). Please note that only the test from the most recent administration may be viewed.

Office of Curriculum and Assessment staff will follow up on each written request and arrange a mutually convenient time when the requesting individuals may visit the ODE offices (normal business hours are 8:00 a.m. to 4:45 p.m.) in Columbus to review the documents in a secure setting. Documents will be reviewed under ODE staff supervision. These documents will remain in ODE's possession at all times. No notes may leave the premises that would in any way identify a test question, passage or prompt to a student. Please allow three to four weeks to arrange a time for each document review request to be processed.

At the time the document is viewed, the viewer must provide picture identification and will be asked to sign a nondisclosure agreement. Due to the intensive labor of retrieving archived documents, a charge may be assessed.