



Office of Undergraduate Admissions High School Data Sharing Policy

The University of Maryland Enrollment Management (EM) unit oversees both the Office of Undergraduate Admissions and the Office of Student Financial Aid. We are committed to recruiting, admitting and graduating talented undergraduate students.

Accurate and timely information and data is critical to our success and in order to accomplish our strategic mission, EM and the Office of Undergraduate Admissions (OUA) are committed to providing relevant data to support recruitment, manage admission and monitor enrollment at the university. To that end, appropriate senior staff in OUA will review requests for admission decisions from school counselors and/or school principals for information about admission outcomes for the high school in which they are employed.

As stewards of this information and data, staff in OUA are committed to protecting its integrity with a clear and consistent policy for data sharing and use. The following requirements and stipulations apply:

1. Appropriate Senior Leaders within OUA will review all requests for information and data related to the University of Maryland college admission process that are received by appropriate school counselors and/or school principals.
2. When approved, data will be provided via password protected email and will include the name of UMD applicants and their admission decision.
2. All data provided is to be used for review and student counseling purposes only. The information and data shared under the request are not to be used for research or any other purpose beyond the stated purpose. The data is also not to be shared beyond the individual making the initial request.
3. Admission decisions are the responsibility of the Office of Undergraduate Admissions. Final authority for admission decisions rests exclusively with OUA.
4. If information or data is mismanaged or used for purposes other than those described above, the individual's future requests of such data will not be honored.
5. Requests for Social Security Numbers (SSNs) will not be honored. Additionally, in order to maintain data security, requests that include an attached list of students must not contain SSNs.

I have read, understand and agree to abide by Enrollment Management's Data Sharing Policy and agree to use the information and data responsibly as outlined above. **(Please check this box before signing)**

Signature

Date Signed

Printed Full Name

Title/Position

Email Address

Phone Number

High School

High School CEEB

Please complete and upload this form with your registration or email it to: EM-SCOR@umd.edu