

Instructions for Submitting Your ASPIRE Student Participation List

To assist us with long-term evaluation and to demonstrate program outcomes, we need to track ASPIRE students after they graduate from high school. Their date of birth and Social Security Number serve as identifying information that will be used to track their postsecondary enrollment in future years. OSAC has a contract with the National Student Clearinghouse, which stores students' enrollment information. Students' identifying information will be held confidential. Oregon law further secures this process of gathering data.

Since this is sensitive and private information, we require that you transfer this information to us via the secure ASPIRE HS Portal. Do not mail, email, or fax us this information.

Not tech savvy? The process might seem daunting, but don't let it scare you! Just follow these simple steps:

1) Enter your student information into the ASPIRE HS Portal.

- a. Go online to https://secure2.osac.state.or.us/HS_portal/
- b. Enter your High School Login, User ID, and Password. This information is the same that you used to enter your January ASPIRE Progress Reports.
- c. Click on the **ASPIRE Program home page**.
- d. Click on **Student Participation List – View and Report**

2) Fill in the Student Participation List

- a. Select the **Academic Year**
- b. Enter your name
- c. Begin adding your student information in the fields provided
- d. The **Last Name**, **First Name**, and **Grade** are required fields.
- e. If available, please provide the **Social Security Number**, **Birth date**, and **GPA**.

Thank you for submitting this information. The data you submit will help ASPIRE measure the impact of your great work! If you have any trouble with this process, please contact Lori Ellis.

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