



WASHINGTON STUDENT
ACHIEVEMENT COUNCIL
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FAFSA Completion Portal Data Sharing Agreements Reminders

1. School districts may determine who has the authority to sign contracts like this data sharing agreement (DSA).
2. Two printouts of the DSA with “wet signatures” must be mailed to WSAC’s DSA Manager:

Ellen Matheny
Washington Student Achievement Council
PO Box 43430
Olympia, WA 98504-3430

We will then mail one back to your district for your records.

3. Each person wanting a portal account will need to sign a non-disclosure agreement (NDA) before they can get a portal account created/re-activated. This can be scanned and emailed to Ellen at ellenm@wsac.wa.gov once the NDA is completed. Please be sure to review and initial each statement, note the requested access (district or school), and have both the employee and his/her supervisor completely fill out the required information and sign/date the form. District superintendents requesting portal access must have his or her supervisor complete, sign and date the NDA; the superintendent’s supervisor is typically the school board president.
4. There is a data destruction component in the DSA. That does not need to be completed now – it will be done once the DSA expires in 2021 and WSAC will remind districts when that date approaches.



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