

MEMO TO INTERESTED PARTIES

Subject: National Financial Literacy Challenge Confidentiality and Disclosure

Background. The U.S. Treasury Department's National Financial Literacy Challenge, offered from April 28 through May 16, 2008, is a voluntary test of high school students' personal financial knowledge. Students must be at least 13 years of age to participate. Students attaining sufficiently high scores will receive certificates and/or other forms of recognition.

Confidentiality and Disclosure. The Privacy Act of 1974 (5 USC 552a) provides safeguards against unwarranted invasions of privacy through the misuse of records by Federal agencies by restricting disclosure of personally identifiable records maintained by agencies and granting individuals increased rights of access to records maintained about them.

The Treasury Department will routinely use individual student scores to determine award winners and may disclose the name of the award winner to the participant's high school, but will not disclose individual student scores to teachers. Treasury may routinely use student scores to aggregate data for analysis and reports and will generate and use the data in a form that does not identify student scores by individual name.

Requesting Student's Score. Under the Privacy Act, any student taking the test has the right to request and receive his/her own actual test score from the National Financial Literacy Challenge. The parents of minor children (age 17 and under) may request and receive their child's score. The person requesting the information must make a **written, signed request** to the Treasury Department containing the following information:

1. Name of the testing instrument used: National Financial Literacy Challenge.
2. The record you are requesting (the student's individual Challenge test score).
3. Copy of an official identification (e.g., a driver's license, school ID, or passport). If your social security number is on your ID, please block it out.
4. On the request and on fax page or envelope, state **Privacy Act Request** (per 5 USC 552a).
5. Your mailing address, email or fax number of where you want your score sent.
6. Additionally, if you are a parent requesting the score of your minor child (age 17 and under), please provide a copy of a document that identifies you as the parent or legal guardian (e.g., your child's birth certificate).

You may FAX your request and required information to FAX (202) 622-3895. If you prefer to send the request through the mail, you can send the written request with the required documentation, and with the envelope marked **Privacy Act Request**, to: Office of Disclosure Services, U.S. Department of the Treasury, 1500 Pennsylvania Ave. NW, Washington, DC 20220. For full information, please visit our website at <http://www.ustreas.gov/foia/how-to.html>.