

FERPA Compliance Guidelines for Teachers

The following guidelines are offered to assist teachers in complying with the confidentiality requirements concerning student education records under the Family Educational Rights and Privacy Act (FERPA) and the Colorado Public Records Act. For purposes of these guidelines, "education records" are defined to include all records, files, documents and other materials that are maintained by the School District and that contain personally identifiable information on any student, as well as the personally identifiable information itself.

What Teachers Cannot Do:

- Disclose education records to other School District employees who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the School District.
- Disclose education records to college-level student teachers, consultants, or authorized community volunteers or agents who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the School District.
- Disclose education records (including student addresses and/or telephone numbers) to persons who are not School District employees, college-level student teachers or authorized community volunteers or agents, unless permitted to do so by the building principal.
- Disclose education records (including student addresses and/or telephone numbers) to other students. This includes allowing any student to see both the name and grade on another student's work that has been recorded in the teacher's grade book or is otherwise being maintained by the School District as it is being handed back from the teacher.
- Display work with a student's name or other personally identifiable information on it, if the work shows the student's grade, corrections or other markings used to calculate a grade that has been recorded in the teacher's grade book or is otherwise being maintained by the School District.

What Teachers Can Do:

- Disclose education records to other School District employees who have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the School District.
- Disclose education records to college-level student teachers, consultants, and authorized community volunteers or agents who have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the School District.
- Direct students to grade, edit, and/or correct each other's work, with or without results subsequently communicated to and/or recording by the teacher. Once the grades are recorded in the teacher's grade book, however the teacher should not disclose the grades unless otherwise permitted by these guidelines. Grades may not be shared aloud.
- Display work with a student's name or other personally identifiable information on it, as long as the work does not show the student's grade, corrections, or other markings used to calculate a grade that has been recorded in the teacher's grade book or is otherwise being maintained by the School District.
- Display anonymous student work showing a grade, corrections, or other markings used to calculate a grade that has been recorded in the teacher's grade book or is otherwise being maintained by the School District (i.e., an example of quality work for other students to emulate).
- Allow students to grade, edit, and/or correct each other's work before the results are recorded in the teacher's grade book or otherwise maintained by the School District.
- Allow student assistants and student volunteers to grade, edit and/or correct student work before the results are recorded in the teacher's grade book or otherwise maintained by the School District.
- Disclose a student's grades, corrections or other markings used to calculate a grade that has been recorded in the teacher's grade book or is otherwise maintained by the School District if the parent of the student (or the student if he/she is 18 years of age or older) has given written permission to do so.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Widefield School District No. 3 ("the District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 20th each year. The District has designated the following information as directory information: