



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE	FERPA Agreement		
SECTION	Students	CODE	C8R

Last Updated: November 1, 2017-HR

Student Privacy Statement and Confidentiality Agreement Family Educational Rights and Privacy Act (FERPA)

Student Privacy and Confidentiality

Students in the ANWSD have the right to expect that information about them will be kept confidential by all staff, substitutes, or volunteers. Additionally, the U.S. congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA").

Each student with whom you work with has the right to expect nothing that happens to or about he or she will be repeated to anyone other than authorized school employees, as designated by the administrators at the school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being.

- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the appropriate school employee as authorized and indicated to you, typically the student's teacher or principal.
- You may not share information about a student even with members of you own family or the student's family.
- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law!

Agreement

I, (print name) _____, as a staff member, substitute, or volunteer for the ANWSD, agree never to disclose information about a student's records to anyone other than an appropriately authorized school employee. I will refer all requests for such information from those not directly involved in the student's education to authorized school employees.

Signature _____

Date _____