



FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

PURPOSE



1. Gives parents or eligible students (age 18+) more control of their educational record
2. Prohibits educational institutions from disclosing personally identifiable information (PII) in educational records without written consent

WHO HAS TO COMPLY?

- Any public or private school (Elementary, Secondary, Post-Secondary)
- Any state or local educational agency



PROTECTED INFORMATION



Student educational records that contain information directly related to a student and that are maintained by an educational agency or institution or by a party acting on their behalf.

PERMITTED DISCLOSURES

- School officials
- Transferring schools
- Officials for audit or eval purposes
- Parties related to financial aid
- Agencies conducting studies for schools
- Accrediting organizations
- State & local authorities (pursuant to state law)
- Health & safety
- Judicial order or subpoena



TIPS FOR TEACHERS



- Lock computers when you walk away
- Sign out of student information systems when not used
- Shred any unused docs that contain PII
- Lock up IEPs and other sensitive docs
- Do not send PII in unencrypted email
- Report any improper release of PII to your data protection officer
- Follow district data sharing policies