

Confidentiality

Any person working for or providing services to the District has a responsibility to protect the privacy of students and their parents. This responsibility applies to time spent at school as well as away from school. Questions from the general public concerning students or staff should be referred to an administrator.

Confidential information includes, but is not limited to, student education records, disciplinary information, health information, disability-related information, meal eligibility, and any personally identifiable information (PII) about students

Employees may not share or discuss confidential information with individuals who do not have a legitimate educational interest.

Federal Requirements

District employees and service providers must follow confidentiality requirements under the Family Education Rights and Privacy Act (FERPA), Pupil Protection and Rights Amendment (PPRA), Children's Online Privacy Protection Act (COPPA), Individuals with Disabilities Education Act (IDEA), and the Richard B. Russell National School Lunch Act (NSLA) and the Child Nutrition Act (CNA).

Information Release

Information concerning students shall only be released in accordance with the District's policy on student education records and privacy. Information concerning District employees, activities, and operations shall be released in accordance with District policy and state law.

Children's free and reduced price meal information obtained under provisions of the NSLA or CNA by the determining official, Nutrition Services, is confidential information. Disclosure of students' eligibility will comply with provisions authorizing the limited disclosure of students' eligibility information to specified programs or individuals under certain parameters and by obtaining required parent/guardian consent. The form included in this policy shall be used by programs or individuals to request parental/guardian consent to obtain eligibility information.

Violations

Employees must immediately report any suspected breach of confidentiality, including lost devices, misdirected emails, or unauthorized disclosures, to their supervisor and the Human Capital Office.

Employees that violate this policy may be subject to disciplinary action up to and including termination in accordance with law and District policy.

7/2017
Reviewed 7/2022
Revised 6/2026

**FARGO PUBLIC SCHOOLS
CONSENT TO RELEASE FREE & REDUCED PRICE ELIGIBILITY INFORMATION**

If your child is eligible for free or reduced price meals, they may also be eligible for other benefits. In order to receive these benefits, you must provide written consent to permit the Fargo Public Schools Nutrition Services Department to share your name, address, and an indication that your household is eligible for free or reduced-price meals, to representatives of those programs.

Release Information to: _____

Contact Information: _____

The above-named individual has requested household payment status for the purpose of:

AUTHORIZATION OF CONSENT

I authorize school officials to release information that shows that my child/children are eligible for free or reduced price meals to the named organization and for the stated purpose only. I understand that my child's records are protected by 7 CFR 245.6 and cannot be disclosed without my written consent, unless otherwise provided for by law. I acknowledge that I may revoke this consent at any time except to the extent that action based upon the consent has been taken. I further acknowledge this consent is voluntary and not to exceed one year.

I certify that I am the parent/legal guardian of the following child(ren) and for whom my consent is given:

_____ No, I do not want this information shared for this purpose.

Signature of Parent/Guardian: _____

Address: _____

Phone Number: _____

Date: _____

Non-discrimination Statement: The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). This institution is an equal opportunity employer. For further questions, call Nutrition Services at 701-446-1020.