



Dear Community Partner,

Beginning in the 2026–27 school year, Eanes ISD is implementing a standardized process for organizations requesting access to student lists, directories, or other student information.

Because certain student information is protected under FERPA, organizations requesting student data must follow the process below:

1. **Submit a request** – Requests for student lists, directories, or student information should be submitted to the District point of contact and include the specific information being requested, the purpose of the request, and the students or group of students for whom the information is needed.
2. **Complete the Data Use Agreement** – Before student data is provided, the requesting organization must review, complete, and sign the Eanes ISD Data Use Agreement acknowledging its responsibilities under FERPA and Eanes ISD governance.
3. **Family/Student consent is required** – Organizations will only receive information for students who have consented to the release of their information.
4. **Protect and limit use of the information** – Organizations are responsible for adequately protecting student information, preventing disclosure to other parties, using the information only for the approved purpose, and applying appropriate safeguards when information is publicly reported.
5. **Destroy information when no longer needed** – Student data must be destroyed by the agreed-upon date and may not be retained or used beyond the specific purpose for which it was provided.

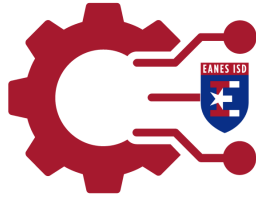
Completed Data Use Agreements should be returned to:

Matt Zemo

Chief of Student Services

mzemo@eanesisd.net

We appreciate your partnership with Eanes ISD and your commitment to protecting the privacy and security of our students and families.



DATA USE AGREEMENT

Acknowledgement of Responsibility

Acknowledgement of organization responsibilities under FERPA requirements and the governance and policies of Eanes ISD.

Your organization has partnered with the District to perform services and fundraise to support individual campuses or Eanes ISD employees that require you to obtain data obtained and managed by the Eanes ISD. You understand that this data can be subject to the Family Educational Rights and Privacy Act (FERPA). You also understand that you will only obtain data from students who have consented to the release of their information.

FERPA requires Districts to use reasonable methods to ensure that you and your organization comply with FERPA and its regulations. If you have any questions about information in this document, you should contact the District point of contact.

You must make sure the student and staff data is:

- Adequately protected once it is under your control. Comprehensive security standards should protect your electronic data systems. Standardized policies and procedures, including role-based access controls, should be in place to mitigate data security risks.
- Not disclosed to another party (except back to the District). Data must not be shared with any other party and must be safe from inadvertent disclosure due to careless handling.
- Protected in public reporting. Appropriate disclosure avoidance techniques must be applied.
- Not used for other purposes. The data has been provided only to perform the specific function and must not be used for other purposes.
- Destroyed by the agreed-upon date. FERPA's guidelines require that data be destroyed when no longer needed for the specific purpose for which it was disclosed.

I acknowledge that I have read the above information and will uphold all responsibilities as directed by FERPA and Eanes ISD governance.

Name (Printed):	Name of Organization:
Signature:	Date: