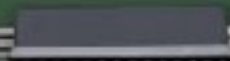




Lamoille Union High School
Confidentiality Training

Complying with the
"Family Educational Rights
and Privacy Act" (FERPA)




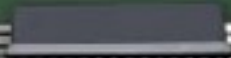



Introduction

- ⇒ The school district is responsible for ensuring that all parents and eligible students are afforded all the rights provided them by FERPA.




FERPA and Its Protection

- Applies to any educational agency or institution that receives funds under a program administered by the U.S. Department of Education.
 - Protects student files but allows disclosure w/o parental consent under a few conditions.
- 
- 
- 


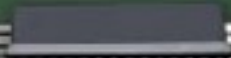



Educational Records

- 
- ⇒ Includes all records, files, documents and other material directly related to a student and maintained by the school.
 - ⇒ Includes all records regardless of medium: handwritten, video, audio, electronic, film, print...whatever.




Educational Records-Exceptions

- ⇒ Personal notes kept in the sole possession of the maker, not accessible or revealed to any other person (except a temporary sub) and used only as a memory aid.
 - ⇒ Records created and maintained by a law enforcement unit.
- 
- 
- 



Directory Information

- Schools may determine what is considered "Directory Information."
 - Schools must give public notice of what is included in such information.
 - Schools must notify parents of their right to refuse the school to distribute their child's information.
- 




Directory Information

- ⇒ Schools may distribute this information as they determine.




Disclosure of Student Information

- ⇒ Need to know - those with a "legitimate educational interest."
 - ⇒ Right to know - judicial orders, health/safety emergencies, transfers to other schools, parents.
- 




Military Recruiters

- ⇒ Schools must provide directory type information to recruiters.
 - ⇒ Schools must notify parents that they do so.
 - ⇒ Parents may disallow disclosure.
- 



Confidentiality Summary

- All students and families have a right to privacy.
 - School employees do not have the right to see the educational records of a student unless they have a need to know in order to provide a free and appropriate public education.
- 



Sharing Personally Identifiable Information

- Do not share any personally identifiable information regarding any student unless the person you are sharing the information with has a need to know in order to provide a free and appropriate public education.



Be Careful with

- ⇒ E-mail (no student names, please)
- ⇒ Registration Forms
- ⇒ Transcripts
- ⇒ Info on Computer Monitor
- ⇒ Grades, Schedules, Rosters
- ⇒ Any paper with student's ID on it



LOOSE LIPS

MIGHT Sink Ships

THIS MOVIE IS PUBLISHED IN THE INTERESTS OF THE AMERICAN WARREN SOCIETY

Seagram

