

F.E.R.P.A.

Family Educational Rights
and Privacy Act
(20 U.S.C. 1232g)

What is F.E.R.P.A.?



Lets Review

- FERPA is a federal law that protects the privacy of students' educational records. Schools that receive fund under a program administered by the U.S. Department of Education must comply with FERPA.
- Parents or eligible students have these right under FERPA
 - To inspect and review the student's educational records maintained by the school;
 - To request amendment of any education record that they believe to be inaccurate or misleading; and
 - To consent to the disclosure of personal identifiable information (PII) from the student's educational record to third parties, subject to certain exceptions.

What does this have to do with me?



As a school employee, you must be careful not to discuss any educational program information relating to your students with anyone who does not have a need to know.

Examples

Mrs. Johnson, in attempt to publish student work, she posts on the wall, the top 3 projects in her class including their grades.

Is this a violation of F.E.R.P.A.?



Answer

The public posting of grades by the student's name, student identification number, or social security number is a violation of FERPA. Even without the name, using a student I.D. number or any part of a social security number violates FERPA, as the information may be personally identifiable to the student.

Examples

Mr. Smith passed out his student's tests with grades on them, row by row.

Is this a violation of F.E.R.P.A.?

Miss Jones asked the student helper of the day to pass out students graded homework.

Is this a violation of F.E.R.P.A.?

Hello
my name is

Answer

Assignments and papers that contain "personally identifiable" information should not be distributed to the student in a way that would allow other students to view the information. Graded papers should not be left unattended in an office or classroom for students to sort through or returned to students via another student. Both of these examples are a violation of FERPA.

Technology and F.E.R.P.A.



- When you use a district purchased/owned computer, you are responsible for all activities that occur with that computer at any time of the day.
- Your login and password are confidential. If you login into the computer, you are responsible for all activity on that computer. This is why you should never leave your computer unattended or let anyone use your computer while it is logged in under your name.
- If you take a district computer home, you are responsible for all activity that occurs on that machine. It is monitored and retrieved.

What should I do to protect myself?

- When in doubt – don't give it out.
- Refer requests for student academic information to the school office.
- Information on a computer should be treated with the same confidentiality as a paper copy.
- Do not leave confidential information displayed on an unattended computer.
- Cover or put away papers that contain confidential information if you are going to step away from your desk.
- Do not provide anyone with student schedules or assist anyone in trying to locate a student on campus that is not part of the school staff. Refer them to the school office.
- Do not discuss any student information with anyone that does not have a "need to know"
- Never discuss student information with anyone outside of the school.

More Resources

- Privacy Technical Assistance Center (U.S. Department of Education)
 - <http://ptac.ed.gov>
- FERPA Frequently Asked Questions
 - <http://familypolicy.ed.gov/faq-page/ferpa-school-officials>
- FERPA General Guidance for Parents
 - <http://familypolicy.ed.gov/content/ferpa-general-guidance-parents>
- FERPA General Guidance for Students
 - <http://familypolicy.ed.gov/content/ferpa-general-guidance-students>
- Family Policy Compliance Office
 - <http://familypolicy.ed.gov>

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