

Information Sharing & The Family Education Rights and Privacy Act of 1974 (FERPA)

What is FERPA?

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

What is considered Directory Information?

In compliance with **FERPA**, the following statement reflects the school's policy:

The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.

However, the Act states that each student has the right to inform the School that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that Allen School is notified in writing by the student to permit release of "directory information".

What about . . . ?

Parental Access to Children's Education Records

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

Posting of Grades by Faculty

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission is a violation of **FERPA**.

Staff Member Responsibilities

Employees of Allen School may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. Employee utilization of this information is governed by the regulations and the duties and responsibilities of your employment and position. Unless your job involves release of information and you have been trained in that function, any requests for disclosure of information, especially from outside the school, should be referred to the Director of the Institution. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. All employees have their own accounts and passwords on the administrative computer system and on e-mail. Staff members are responsible for their personal account and will be held accountable for any improper use. Protection of sign-on password and procedure is critical for security. An employee password is the only protection an account has, and the only way the computer system can verify that the staff member is actually who they say they are.

In Summary, Remember . . .

- Staff must check a person's picture identification when releasing education records. Staff must always check to see if the student permitted disclosure of information before you release any information on the student.
- Staff must not discuss a student's record with any person who does not have a legitimate educational interest as doing so is a violation of **FERPA**. This pertains to conversations on and off the job
- Staff may not remove any document from the office for non-business purposes as doing so is a violation of **FERPA**.
- Staff may not release confidential student information (non-directory) to another student, College or University, organization, or to any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student's written authorization as doing so is in violation of **FERPA**.
- Staff may not leave reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leave their computer unattended as doing so is in violation of **FERPA**.
- Staff may not make personal use of student information as doing so is in violation of **FERPA**.
- Staff may not allow another person to use their computer access code as doing so is in violation of **FERPA**.
- Staff may not put paperwork in the trash with a student's information (i.e., social security number or grades) as doing so is also in violation of **FERPA**.
- In addition to the possibility of personal litigation, proven **FERPA** violations may result in loss of federal funds to Allen School
- Violation of confidentiality and security may lead to appropriate personnel action.

Authorization Consent Form

**Allen School
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
STUDENT RELEASE**

Student Name (Last, First) _____

Student ID# or SSN# _____

Student's Authorization for Disclosure

I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and authorize Allen School to discuss and/or disclose the following education records to the person listed below:

Transcripts

Financial records

Disciplinary Records: _____

(specify incident or indicate "All")

Other _____

(please specify)

All information regarding my enrollment at Allen School without limitation

Name of Authorized Person: _____

Relationship to Student: _____

Address of Authorized Person: _____

City _____ State: _____ Zip: _____

Telephone # (____) ____ - _____

The purpose of releasing this information is _____

I understand that this authorization will be in effect as long as I am a student at Allen School or until I revoke this authorization in writing.

I affirm that I have carefully read the foregoing authorization and that I fully understand the meaning and intent of this document. I affirm that I have signed this authorization voluntarily.

Student Signature _____ Date _____

This authorization form is not required when school transmits information to state and federal agencies concerning processing of Title IV aid. This authorization is not also required if student files are subject to institutional, state and federal program review and audit.

Information Release via Telephone

No information concerning any student is released to any individual, group or organization via telephone, cellular phone or other similar devices unless that individual, group or organization is involved in the awarding and processing of student's Title IV aid.