



Taylor County Schools
FERPA (Confidentiality) Training



Family Education Rights and Privacy Act (FERPA)

- ▶ **State Policy 4350**
- ▶ **County Policy 8330**
- ▶ **“Procedures for the Collection, Maintenance, and Disclosure of Student Data”**



Agenda to Cover

- ▶ Who does it apply to?
- ▶ What information does it apply to?
- ▶ When does it apply?
- ▶ What can happen if it is broken?



Who does it apply to?

- ▶ Everyone who works for and goes to Taylor County Schools –
 - ▶ ALL EMPLOYEES
 - ▶ ALL STUDENTS
 - ▶ At age 18, rights transfer from the parents to the student.
 - ▶ Gives all parents access to all educational records on their child, except under court order
 - ▶ Requires parents be annually informed of their rights
 - ▶ Requires parents to give consent prior to disclosure of educational records to anyone other than those designated as having a legitimate educational interest, or monitoring and compliance personnel, financial aid applications and appropriate persons when necessary to protect health and safety of self and others in an emergency
-



What information does it apply to?

- ▶ Applies to all student records
- ▶ The same rules for paper records apply to electronic records.
- ▶ Designates Directory Information must be stated in a public notice and parents can refuse to allow information to be designated as Directory Information
- ▶ Records of disclosure must be maintained as part of the educational records
- ▶ Parents have the right to challenge information in the records and to request a hearing to address their challenge
- ▶ Parents have the right to place a statement in the record



When does it apply?

- ▶ Any time data is collected and maintained
- ▶ Educational records do not include records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person, except a temporary substitute for the maker
- ▶ Discipline records shall be transferred to the receiving school.
- ▶ Requires training for all persons collecting and using personally identifiable information
- ▶ Requires procedures for destruction of information
- ▶ Requires destruction of information at the request of parents
- ▶ Allows for districts to charge a fee for copies
- ▶ Requires one person to assume responsibility for ensuring confidentiality



What can happen if it is broken?

- ▶ Required procedural changes to prevent occurrences in the future
- ▶ Increased monitoring and paperwork to show the policy is being implemented accurately
- ▶ Employee Discipline Process



Confidentiality Tips

- ▶ Only discuss that parent's child with them
- ▶ Only leave paperwork covered or locked up when leaving your area
- ▶ Only provide information to outside agencies with written consent
- ▶ Only discuss student information when others can't over hear
- ▶ Only label or identify classrooms by the teacher or grade level and never by special education
- ▶ Only take pictures and videos of students with written permission





Confidentiality

Be aware at all times

Help others to follow

Think of how you would like your and your families information share. You are legally and ethically obligated to safeguard confidentiality.

Thank You!

