

What is The Family Educational Rights and Privacy Act (FERPA)?

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. One of the elements of FERPA maintains a student's right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits the disclosure of personally identifiable information from the student's education record, without consent of the parent or eligible student, if the information is designated as "directory information" by the school district. Additionally, FERPA allows the parent or eligible student to request that directory information be withheld.

What is Directory Information?

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

There are many vendors offering services to streamline and improve instruction. Services such as Google Drive (which provides online document storage and a productivity suite of tools) provide benefits to faculty and to students, often at no fee. Usually, in order to use these services, the District must upload directory information to the vendor. This information is what is required to create the accounts for the students.

Directory Information for Summit Public Schools

FERPA requires each institution to define its directory items. Summit Public Schools lists the following information as directory information:

- Name
- Date of Birth
- Grade level
- Anticipated Year of Graduation
- District-provided email address
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

Under FERPA, the indicated directory information may be released to a vendor, outside the District, to create accounts unless the parent or eligible student specifically requests that directory information be withheld.

If you do not want Summit Public Schools to disclose any or all of the types of information designated above as directory information from your child's education records without your prior written consent, you must notify the main office of your child's school in writing.

To acknowledge your receipt of this document, you must sign the Student Device Agreements signature page that accompanied this document and either you or your child must bring it to the device distribution session.