

We are grateful you are here.

What should I do to protect student PII from education records under FERPA?

It is important that you take the following steps to protect student privacy:

- Do not disclose (verbally or otherwise) the PII to another party (except back to the School or District). The PII must not be shared with unauthorized users, and it must be protected from inadvertent disclosure due to careless handling. Remember PII could also be in the form of exposure to conversations and/or incidences.

FERPA requires the school or school district to maintain "direct control" over your use and maintenance of students' education records and to use reasonable methods to ensure that you obtain access to only those education records in which you have an educational interest and deemed appropriate. If you have any questions about information in this document, they should be directed to school administration.



- Do not keep the PII after you complete your volunteer service. Destroy or return the PII to the school or district after completion of the service that you provided.

The undersigned acknowledges that he or she has read, understands, and will uphold all responsibilities as outlined in Acknowledgement of Volunteer Responsibilities under FERPA.

(Print name)

(Name of school or school district)

(Signature)

(Date)



What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects personally identifiable information (PII) in students' education records from unauthorized disclosure. It affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right for parents and eligible students to have some control over the disclosure of PII from education records.

FERPA includes provisions allowing students' PII from education records to be disclosed without the prior written consent of parents, if the disclosure meets the criteria for one of the permitted consent exceptions.

The school official exception allows educational agencies to share PII from education records without consent with contractors, consultants, volunteers, or other parties to whom an agency or institution has outsourced institutional services or functions, as long as certain additional requirements are met.

The FERPA statute is codified at 20 U.S.C. § 1232g, and the FERPA regulations are found at 34 CFR Part 99.

What else do I need to know about volunteering?

Any volunteer who works with or has access to students shall be screened through the Internet Criminal History Access Tool (ICHAT).

- Be sure that you obtain and fill out an ICHAT form.

Volunteers shall agree to abide by all Frankenmuth School Board Policies and District Guidelines.

Who can I contact for more information?

Adele Martin, Superintendent
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JoLynn Clark, FHS Principal
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Kristen Hecht, EFR Principal
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Acknowledgement of Volunteer Responsibilities under the Family Educational Rights and Privacy Act (FERPA)

Thank you for volunteering at the Frankenmuth School District. This document is intended for the Frankenmuth School District to inform our volunteers about their responsibilities to protect students' personally identifiable information.

