

Family Educational Rights and Privacy Act(FERPA)—Information to be shared with teachers and staff:

- A. Under Section 99.3 of FERPA, the term “personally identifiable information” includes but is not limited to:
 1. The student’s name.
 2. The name of the student’s parent or other family member.
 3. The address of the student or student’s family.
 4. A personal identifier, such as the student’s Social Security number or student number.
 5. A list of personal characteristics that would make the student’s identity easily traceable.
 6. Any other information that would make the student’s identity easily traceable.

- B. Schools and organizations are given standards under FERPA, Section 99.31, when issuing reports:
 1. The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student’s records
 2. The written consent must:
 - a. Specify the records that may be disclosed;
 - b. state the purpose of the disclosure and
 - c. identify the party or class of parties to whom the disclosure may be made.

In common terms, teachers and staff may not share any personal information that relates to a student unless it is with someone else who has educational interest in that child within the same agency or institution unless written consent has been provided. For example, if a school counselor’s case notes were intended simply to help her remember what occurred during a test session, disclosure would not be allowed. Yet, if the counselor brings the notes to an IEP meeting and shares their contents with others in an educational and confidential setting, disclosure will be allowed.