



Family Educational Rights and Privacy Act Case Studies

Instructions: Review the four Family Educational Rights and Privacy Act (FERPA) guidelines in the table below. Then read the four scenarios that follow. Decide which FERPA guidelines have been breached in each scenario. Work in pairs or groups to determine what steps must be taken in each scenario to ensure that the program or the school complies with FERPA guidelines.

FERPA Guidelines

<p>1. Schools can release directory information (e.g., name, address, phone number, date and place of birth, honors and awards, and dates of attendance) without written permission from a student or parent, unless the parent or student requests that the school not disclose directory information.</p>	<p>2. Schools must notify parents and students of their FERPA rights annually.</p>
<p>3. Schools require prior written permission from parents or eligible students to disclose information from students' education records to outside entities, but there are exceptions; consent is not required to disclose information to the following parties or under the following conditions:</p> <ul style="list-style-type: none"> • School officials with legitimate educational interest. • Other schools to which a student is transferring. • Specified officials for audit or evaluation purposes. • Appropriate parties in connection with financial aid to a student. • Organizations conducting certain studies for or on behalf of the school. • Accrediting organizations. • To comply with a judicial order or lawfully issued subpoena. • Appropriate officials in cases of health and safety emergencies. • State and local authorities, within a juvenile justice system, pursuant to specific state law. 	<p>4. Parents and students have the right to request a change in school records that they think are inaccurate.</p>





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Scenarios

A. Marsha, the site coordinator for the All Stars Afterschool Program, wants to know how Bobby performed on his last report card. It has been difficult for Marsha to get hold of Bobby’s parents. After multiple attempts, Marsha contacts the school counselor and asks him to email Bobby’s transcripts to her.

Corresponding FERPA guideline:

Steps for FERPA compliance:

B. Susan, a school administrator, was asked by a local 21st CCLC program for information on how many of the school’s fifth-grade students live within a 3-mile radius of the program. Susan is conflicted about providing the information without parents’ permission.

Corresponding FERPA guideline:

Steps for FERPA compliance:

C. Michael’s parents are helping him apply to a special admit high school. While reviewing the past year’s report card, they notice that his birth date is listed incorrectly on the document. When they contact the school, Principal Nelson tells them Michael’s birth date cannot be changed because the school year has ended and the system can’t be updated.

Corresponding FERPA guideline:

Steps for FERPA compliance:





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- D. In the annual school handbook, Central High School includes a page of frequently asked questions regarding student information in relation to college recruitment and admission processes. The school says this page constitutes annual notification to parents and students of their FERPA rights.

Corresponding FERPA guideline:

Steps for FERPA compliance:

