

## **FERPA: Confidentiality of Records**

Estimated Time to Complete: 18 minutes

### **Course Description**

*SafeSchools FERPA: Confidentiality of Records* course is designed for school professionals to address training needs relating to student education records. FERPA is the Family Education Rights & Privacy Act of 1974 that governs how school districts limit access to student records by third parties. Districts or schools that fail to comply risk losing federal education dollars. The course also trains staff on how parental notification and requests for information from parents should be properly administered. Also covered is "directory information" that allows school districts to make certain types of student information available without consent.

The course also includes FERPA-related reference documents to assist trainers with their confidentiality and disclosure training.

### **Common Themes**

- Appropriate for all school employees and administrators
- Discusses how school districts limit access to student records by third parties
- Confidentiality of Student Records
- Trains staff on parental access and notification
- Illustrates information requests that are permissible under FERPA law

### **Instructor Support Materials**

*SafeSchools* courses come complete with instructor materials to augment current training practices. Included with the course are:

- Microsoft PowerPoint presentations
- FERPA Regulations
- Sample notifications to parents
- Course assessment
- Additional coverage of HIPAA and FERPA
- Policy guides

### **Training Environments**

*SafeSchools* is ideal for a blended learning environment, complementing in-service or video training, or as a stand-alone training course. The *SafeSchools* approach engages the learner in an e-learning environment; while a Compliance Management System automatically tracks his/her progress through the courses. This assists the district administrator or training coordinator in demonstrating compliance.

For a free evaluation, email [info@safeschools.com](mailto:info@safeschools.com) or call 1-800-434-0154.