



Forum Guide to the Privacy of Student Information: A Resource for Schools

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The *Forum Guide to the Privacy of Student Information: A Resource for Schools* was written to help school and local education agency staff better understand and apply the Family Educational Rights and Privacy Act (FERPA), a federal law that protects privacy interests of parents and students in student education records.

The Forum has developed other more comprehensive reports on student and staff privacy, but a shorter document was needed to offer a quick overview of the topic and links to additional resources. This guide defines terms such as “education records” and “directory information”; and offers guidance for developing appropriate privacy policies and information disclosure procedures related to military recruiting, parental rights and annual notification, videotaping, online information, media releases, surveillance cameras, and health-related information.

This document is meant to serve as a resource for schools and school districts, but is not a substitute for the detailed direction provided in local and state privacy laws, regulations, and procedures. For a more in-depth review of privacy laws and professional practices that apply to information collected for, and maintained in, student records, see the *Forum Guide to Protecting the Privacy of Student Information: State and Local Education Agencies* (http://nces.ed.gov/forum/pub_2004330.asp). Additional resources about FERPA and other privacy issues can be found in the online document, “FERPA Facts for School Staff,” available at http://nces.ed.gov/forum/ferpa_links.asp. Schools and districts should also consult local and state privacy laws, regulations, and procedures to which they are subject.

This publication is available electronically at http://nces.ed.gov/forum/pub_2006805.asp. Instructions for ordering print copies are also available on the National Forum on Education Statistics website.

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