

# THE CENTER FOR DISCOVERY

SUBJECT: FERPA	MANUAL: Regulatory Policies of Adherence
	SECTION: FERPA

## Policy:

Policy of Adherence: The Family Educational Rights and Privacy Act (FERPA)

## Purpose:

It is the policy of The Center for Discovery to protect the privacy of students and their families. The Family Educational Rights and Privacy Act (FERPA) makes it clear that “school officials with legitimate educational interests” may be given access to personally identifiable information about students. The law does not make it clear who those persons are nor does it stipulate the limits of legitimate educational interest. Our policy broadly attempts to define who has access and to what extent they have access to student information

## Procedure:

1. A person employed by the agency in an administrative, counseling, supervisory, academic, student support services, clinical, research position, or a support person to these positions shall be able to access student records for legitimate educational purposes. The Center for Discovery maintains student records both digitally and physically:
  - a. Digital records are maintained on by select administrative personnel in the Education program. Student record files are digitally protected in such a way so as to limit access to only those personnel who are direct members of the individual student’s program team.
  - b. Physical copies of student records are maintained in a secure storeroom. Access to this storeroom is controlled by select administrative personnel in the Education program. Access to student records is limited to only those personnel who have a legitimate educational purpose. Access to student files is recorded whenever such documents are removed, and returned, from the secured storeroom.
2. Legitimate educational purposes shall include, but are not limited to:
  - a. The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description.
  - b. The information is to be used within the context of official agency business and not for the purposes extraneous to the official’s areas of responsibility or to the agency.
  - c. The information is relevant to the accomplishment of some task or to a determination about the student.
  - d. The information is to be used consistently with the purposes for which the data are maintained.

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3. In order to ensure the education interns are able to effectively and appropriately execute the duties of their position, said interns will be permitted supervised access to student education records. Access will be given in accordance with the other provisions of this policy, and supervised by education administrative personnel.
4. Requests for access to student records can be made through the chain of command, with clearance given by education administrative personnel.

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