



## **Southern Lehigh School District FERPA Acknowledgment**

You may have access to education records. This access may be used for the sole purpose of performing your job professionally and responsibly. You have a responsibility to protect the confidentiality of all education records in your possession, regardless of the medium in which the records are presented, and only access such records in the context of official school district business.

Education records are considered confidential and may not be released without the written consent of the parents (or student, if over 18), with the exception of designated "directory information". School officials and employees must protect the privacy of education records and not disclose personally identifiable information about a student or permit inspection of the student's records without his or her parent's written consent, or the consent of the student if over 18 years of age.

It is your responsibility to verify that the student or parents have not restricted the release of educational records before providing any educational or personal information to a third party.

Note: A letter of reference written on behalf of a student by a cooperating teacher or staff member does NOT provide that person with the authorization to disclose educational records or to discuss the student's performance even if the letter welcomes telephone calls or other inquiries about the student. An authorization form must be completed by the student's parents (or the student, if over 18) prior to the disclosure of this information.

- Official transcripts of student academic records may be released only through the Guidance Office
- Subpoena requests must be received by the District Superintendent
- Posting education records (e.g. grades) using the student's name, student ID number or any portion of the social security number violates FERPA.

Any questions regarding FERPA guidelines should be directed to the Human Resources Office.

### **Non- Disclosure Agreement**

As an employee of the District, you are required to maintain the confidentiality of all student information. Unauthorized access to, reproduction of, modification of, distribution of, deletion of or disclosure of information without specific written release is a violation of this agreement and potentially a violation of state and federal law.

I hereby certify that I have reviewed the information presented above and hereby acknowledge and agree to comply with the requirements required by law and listed therein.

- ☐ I agree
- ☐ I do not agree

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*Southern Lehigh School District / An Equal Opportunity Employer*