



Forum Guide to Protecting the Privacy of Student Information: State and Local Education Agencies



http://nces.ed.gov/forum/pub_2004330.asp

Students and their parents entrust schools with their personal information with the expectation that this information will be used by the schools to serve the needs of the students effectively and efficiently. School districts maintain and use personal information for a variety of educational purposes while students are in school. To protect the privacy of students and their families, school staff are legally and ethically responsible for safeguarding the information collected about and from students.

Many federal and state laws and regulations related to maintaining and releasing student information must be followed; however, school districts and schools need additional policies and procedures to guide everyday operations. Since schools and districts vary in how they collect and maintain information about students, the types of policies and procedures also vary. The *Forum Guide to Protecting the Privacy of Student Information: State and Local Education Agencies* provides examples of policies and procedures as well as guidelines for deciding what is needed to ensure the privacy of student information.

The primary purpose of the *Forum Guide to Protecting the Privacy of Student Information: State and Local Education Agencies* is to help state and local education agencies and schools develop adequate policies and procedures to protect information about students and their families from improper release, while satisfying the need for school officials to make sound management, instructional, and service decisions. In addition, the *Guide* is intended to provide a general overview of privacy laws and professional practices related to the information collected for, and maintained in, student records. It should not be considered an authoritative interpretation of any law or policy. Specific questions about student record confidentiality should be referred to the appropriate legal or administrative agents.

This publication is available electronically at http://nces.ed.gov/forum/pub_2004330.asp. Instructions for ordering print copies are also available on the National Forum on Education Statistics website.

The *Forum Guide to Protecting the Privacy of Student Information: State and Local Education Agencies* is the product of the National Forum on Education Statistics. The project was sponsored by the National Center for Education Statistics (NCES), U.S. Department of Education, under the auspices of the National Cooperative Education Statistics System. For more information about the National Forum on Education Statistics, visit <http://nces.ed.gov/forum>.