

# Protecting the Privacy of Student Records: Guidelines for Education Agencies

*Protecting the Privacy of Student Records: Guidelines for Education Agencies* was written to help staff in state education agencies, local education agencies, and schools as they develop policies and procedures for protecting information about students and their families from improper release.

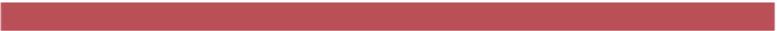
The document addresses both legal and ethical rationale for protecting the privacy, accessibility, and security of elementary and secondary student records. It includes an overview of principles underlying the concept of privacy, a summary of relevant Federal legislation, recommendations for appropriate data collection and maintenance, and guidance for sharing information with parents, staff, and outside agencies.

The guidelines also include a variety of sample forms (e.g., notification forms, consent forms, and disclosure forms), fact sheets, and other boilerplate-type tools for use in schools and education agencies.

To view this document on line, please visit:

<http://nces.ed.gov/forum/publications.asp>





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Single copies of *Protecting the Privacy of Student Records* can be ordered at 1-877-4ED-PUBS. Larger orders should be directed to the U.S. Government Printing Office (GPO # 065-000-01037-2) at:

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Note that a companion brochure, *Protecting the Privacy of Student Education Records*, is available in both English and Spanish. To view this brochure on line, please visit:

<http://nces.ed.gov/pubs97/97859.html>

