

FERPA Policy in Student Teaching Placements for Cooperating Teachers and University Supervisors

FERPA (The Family Education Rights and Privacy Act of 1974 or the Buckley Amendment) is a federal law that sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records. FERPA applies to those institutions that receive funding from the Department of Education and guarantees students three primary rights with respect to their education record:

1. The right to inspect and review their official University records in accordance with provisions of the aforementioned act and within the University guidelines. Inquiries regarding FERPA should be directed to the Office of the Registrar.
2. The right to request the amendment of the education record that the student believes is inaccurate, misleading, or otherwise a violation of student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. The University will notify the student in writing of the decision and hearing procedures if appropriate.
3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent to school officials with a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or organization with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, or clinical/practicum site personnel); University-related organizations; or students assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The University may make accessible to any person directory information concerning students unless such release violates state and/or federal regulations.

Education records are those records which are directly related to a student and maintained by Oregon State University or by a person acting for Oregon State University, which include any information or data recorded in any medium, including, but not limited to handwriting, print, tapes, film, microfilm, and microfiche. Given that you have been secured as a "person acting for OSU", you are expected to adhere

to the FERPA requirements. Please do not discuss any information regarding your teacher candidate(s) with individuals who are not directly supervising or mentoring the OSU student. Please visit the FERPA website to learn more: <http://oregonstate.edu/registrar/privacy-records>

In summary, school officials, including cooperating teachers and university supervisors for student teachers and student interns, 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 written consent. The student's written signed consent must contain three elements:

1. **Specify the records to be released**

Examples: grades; notes based on observations; general assessment of performance of student in a class or in a field-based experience

2. **Identify the party or class of parties to whom the records should be released**

Examples: prospective employer, non-school official, scholarship committee member

3. **Indicate the reason for the release**

Examples: as part of an application for employment, admission into a graduate program, application for a scholarship or grant

Note: A letter of reference written on behalf of a student by a cooperating teacher, supervisor, or other person 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. The *FERPA Consent to Release Educational Records and Information* must be completed by the student prior to the disclosure of this information.

Cooperating teachers and university supervisors may release student Directory Information that appears in the **OSU Online Directory People Search**: <http://main.oregonstate.edu/people-search> on an as needed basis.

I have read and understood the FERPA Policy and agree to comply in all placement settings.

Cooperating Teacher/University Supervisor Name

Signature

Date