

Student Privacy Laws

FERPA Do's and Don'ts

DO



Use your school's gradebook software or secure LMS to post students' scores/grades

Keep students' personal information confidential at all times

Check your school's FERPA policy to see which educational records are designated as directory information

Pass back graded student work in a way that keeps others from seeing it

Obtain parental consent before sharing students' personal information or academic records with others

DON'T



Post student's scores/grades publicly or send grade information through email

Post student's personal information or photos online without parental consent

Share directory information with others if parents have asked the school to keep that information private

Allow students to see your computer screen when you are looking at students' personal information

Include non-directory information in recommendation letters for students without parental consent

For more information, see the following resources:

- https://www.fordham.edu/download/downloads/id/1850/09_-_dos_and_donts_for_teachers.pdf (FERPA "Do's and Don't's" Guide for Teachers, Fordham University)
- <https://resilienteducator.com/classroom-resources/ferpa-advice-for-teachers/> (FERPA Advice for New Teachers, Resilient Educator)
- <https://studentprivacy.ed.gov/> (Protecting Student Privacy, U.S. Department of Education)