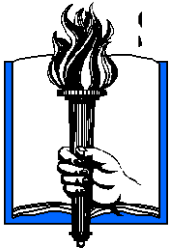


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>	<b>Descriptor No:</b>	<b>Effective Date:</b>
<b>FERPA- PROTECTED INFORMATION</b>	<b>AD STU21</b>	<b>10/13</b>
<b>Revised:</b>		
<b>08/15; 03/19; 7/19</b>		

1 **Requests for FERPA-protected information (including the child’s ID, parent login to**  
 2 **Skyward, etc.) should be made in person. Information that is FERPA-protected shall not**  
 3 **be given out over the phone without verifying that the requestor is the child’s parent as set**  
 4 **forth below.**

5  
 6 If a parent makes a request over the **phone**, at least two pieces of information, in addition to the  
 7 parent’s and student’s names, are to be required of the person making the request. These two  
 8 pieces of information serve as security questions and may be two of the following three items:  
 9 the student’s date of birth, last four digits of the student’s Social Security Number, or student ID  
 10 number. However, again, in-person contact is preferred.

11  
 12 If a parent makes an **email** request for FERPA-protected information, a phone call shall be made  
 13 to the parent/legal guardian to confirm that they sent the email seeking information and  
 14 confirming the email address before replying to the request by email. The school shall also ask  
 15 the security questions (listed above) prior to disclosure of the records.

16  
 17 If a **written** request is received by means of a note sent to school by a child, a phone call shall be  
 18 made to the parent/legal guardian to confirm that they sent the letter requesting information. If  
 19 the phone call is to a number different than the one the school has on file, then the school shall  
 20 ask the security questions (listed above).

21  
 22 Under no circumstances shall FERPA-protected information be sent home via the student.

23  
 24 Except for specific exceptions, a parent shall provide a signed and dated written consent before a  
 25 school may disclose education records. Schools shall consult with the Board Attorney to  
 26 determine if a FERPA request falls under an exception.

27  
 28 Outside organizations – clubs, church groups, etc. – are not to have information about children  
 29 shared with them unless a parent has first made a request for us to do so. Then, information will  
 30 be shared if and after the parents fill out a FERPA Consent Form (Attachment) specifying the  
 31 exact individual who may receive student information.

32

33	Board Related Policy 6.600
34	
35	
36	
37	Attachment: FERPA Consent Form

