MURFREESBORO CITY SCHOOLS ADMINISTRATIVE DIRECTIVES

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

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

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

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

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

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

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

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

 Board Related Policy 6.600

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37 Attachment: FERPA Consent Form

MURFREESBORO CITY SCHOOLS FERPA CONSENT RELEASE FORM

To:	Principal or Reco	rd Holder				
From:					·	
	Parent/Guardian	Full Name		Parent	/Guardian F	ull Name
	Student Full Nam	e				
	Permanent Street	t Address	City		State	Zip Code
	Phone Number					
date Murfre	signed below.	Under the Fan ols (MCS) and	nily Edu	ıcational	Rights an	forementioned student as of the defendent and Privacy Act (FERPA), the are permitted to disclose dividual(s):
Γ	Name(s)					
	Address:					
	City, State, Zip:					
	Telephone:					
L	Email					
Γ	Name(s)					
-	Address:					
	City, State, Zip:					
_	Telephone:					
	Email:					
Specif	y the records that r	may be disclosed	d:			
State	the purpose of the	disclosure:				
of my author	revocation to the I	Principal or Reco	ord Holde	er listed l	below. I ur	any time by giving written notice aderstand that revocation of this thorization before MCS received
	Contact Office:					
	Telephone:			Fax:		
	Address:					<u></u>
Paren	t Signature:					
Date:						
<i>D</i> aic						

*MUST GIVE PARENT A COPY OF THE RECORD DISCLOSED, IF REQUESTED BY PARENT.