



Family Education Rights and Privacy Compliance Policy (FERPA)
Policy Series: 3000 Students

Policy No. 3210

Purpose:

The purpose of this policy is to ensure that the District protects the privacy and confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable state law. The Board of Education recognizes the importance of safeguarding student information while allowing appropriate access to educational records by parents, eligible students, and authorized individuals.

This policy establishes guidelines for the collection, maintenance, access, use, and disclosure of student education records. The Board is committed to ensuring that district employees understand their responsibilities under FERPA and that student information is handled in a manner that protects student privacy while supporting the effective operation of the educational program.

This policy closely aligns with **Policy 3200: Student Records.**

Overview:

It is the policy of the Provo City School District Board of Education to follow state and federal laws and guidelines pertaining to student records and family privacy rights. In general, district employees are directed not to disclose personal information about students or their school performance unless the individual or agency requesting such information has both a legal right and a legitimate educational need to obtain it.

The purpose of this policy is to assure students and their parent(s)/guardian(s) of their rights under the law, including the following:

1. The right to examine and request the amendment of education records (Family Educational Rights and Privacy Act (FERPA));

- 39 2. The right to limit access to student records and/or personal information, in certain
40 circumstances, by requiring the prior written consent of a parent(s)/guardian(s) before
41 the information or records can be released (FERPA);
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43 3. The right to be notified of, examine, and either consent to or opt out of participating in
44 surveys or educational activities that relate to specific protected areas (Protection of
45 Pupil Rights Amendment (PPRA));
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47 4. The right to deny the release of names, addresses, and telephone numbers of high
48 school students to military or college recruiters (Elementary and Secondary Education
49 Act (ESEA)); and
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51 5. ~~To maintain the rights of~~ The right of students, 18 years and older, to make their own
52 educational decisions and keep their school-related information confidential.
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55 **Legal References:**

56 [20 U.S.C. 1232g](#)

57 [20 U.S.C. 1232h](#)

58 [10 U.S. Code § 503](#)

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60 **Board Approved:**

August 12, 2014

61 **Revised:**

February 11, 2020

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