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**Subject:** NVC 060315 Colleague Responses--Student Confidentiality Information

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# NAEPDC



## *News, Views, and Clues*

June 3, 2015

### Colleague Responses—Student Confidentiality Information

A few weeks ago we sent a Colleague Question from Donna Albanese (OH). Thanks to Donna for sharing the responses.

From Donna:

Thank you posting my colleague question a few weeks ago. This is a fantastic forum to share information. I heard back from 3 states and below is a compilation of the responses:

*What procedures does your state use to ensure Confidentiality of Student Information? Do all staff with access to student Personally Identifiable Information sign a confidentiality form or is confidentiality ensured at the program level through a grant assurance, for example?*

- Wyoming (Marcia Hess) - It is done at the program level with assurances. It is also taught in the new Teacher training.
- Kansas (Nancy Olsen) - We are using a grant assurance but we also included in our policy manual a sample confidentiality form for local programs to use. I have attached the form and included the statement from the assurances.

The program ensures that all staff with access to confidential student information acknowledge and abide by federal and state laws governing processing and use of student data. In particular staff must follow FERPA regulations, including, but not limited to securing electronic data, protecting personal passwords, and ensuring that electronic records are encrypted in transit and on storage devices.

- Vermont (Frank Gerdeman) - We include language in assurances that address maintaining student confidentiality (and monitor local provider policies and processes for ensuring this happens with fidelity). At the local provider level organizations include language in hiring documents, employee codes of conduct and annual training requirements that include FERPA regulations.

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Keep up the good work. Let me know when we can help.

## NAEPDC

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