



# Adult Education & Family Literacy

## FERPA Training

### Family Educational Rights & Privacy Act



# FERPA

Students have the rights to:

- Inspect and review their education records
- Seek to have the records amended
- Consent to disclose information from the records



# Educational Records

Files, documents, and other materials that contain information:

- Directly related to a student
- Maintained by the adult education program or a party acting on behalf of the adult education program
- May include health records maintained by an AEFL program



# Directory Information

- > Can be shared if it was in the annual notice
- > Students can opt out within the specified time included in the notice



# FERPA

- > Protect the confidentiality of student records and information
- > All student records and confidential information must be maintained in a secure location with only essential personnel allowed access
- > If the student is 16 or 17 the parent has the same rights until the student reaches 18 years of age
- > Oklahoma AEFL programs must have a signed consent to disclose personally identifiable information



# Personally Identifiable Information

Personally identifiable information is information that includes but is not limited to:

- The student's name
- The name of the student's parent or other family member
- The address of the student or the student's family
- A personal identifier, such as the student's social security number or student number
- A list of personal characteristics that would make the student's identity easily traceable, or
- Other information that would make the student's identity easily traceable



# Confidentiality Discussion

- > Discuss during the intake process
- > Reassure the student that their information is kept confidential
- > Students must sign a release before information is shared, if is not included in the annual notice



# Reminders

- > All educational records must be kept confidential
- > All records should be kept in a secure location
- > Students must sign a release before information is shared with others, if it is not included in the annual FERPA notice as directory information





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**Thank you for attending  
the AEFL FERPA Training!**



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