

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

To: District School Superintendents

From: Jim Warford

Date: March 12, 2004

Subject: **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that the United States Department of Education (USDOE) annually notify each state educational agency and each local school district regarding their obligations under Protection of Pupil Rights Amendment (PPRA) and the Family Educational Rights and Privacy Act (FERPA). Please find enclosed the following materials developed by USDOE:

- Requirements for school districts related to FERPA and PPRA
- Model notification of parents' rights under FERPA for elementary and secondary schools
- Model notification of parents' rights under PPRA
- PPRA model notice and consent/opt-out for specific activities

JIM WARFORD
K – 12 Chancellor

District School Superintendents
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We encourage you to share these materials with district staff and school principals to ensure that all personnel responsible for student records and surveys are knowledgeable regarding the requirements in FERPA and PPRA. Our staff is planning to present a session related to these requirements at the Department's 2004 Information Data Base Workshop, scheduled for June 15-17, 2004, in Orlando, Florida. This will be an opportunity for your staff to receive current information related to the confidentiality of student records and transcripts, sharing student information, transferring student records, and other issues and concerns.

If you have questions or need additional information related to FERPA or PPRA, please contact Mary Jo Butler. You may obtain information regarding the Data Base Workshop on the Department's website at <http://www.firn.edu/doe/databaseworkshop/agenda.htm>.

JW:mjbo

Enclosures (4)

cc: Assistant Superintendents for Curriculum and Instruction
Student Services Directors
Guidance Supervisors
MIS Contacts
Principals