



COLORADO DEPARTMENT OF EDUCATION

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Robert K. Hammond
Commissioner of Education

Keith Owen, Ph.D.
Deputy Commissioner

Dear Colleague;

The Family Educational Rights and Privacy Act (FERPA) affords parents and all students certain rights with respect to education records. These rights extend to students in all grade levels, beginning in preschool and extending through their years in postsecondary institutions.

As more information management systems become electronic and accessible online, it is important to remain mindful about protecting student privacy and with whom and how student information should be shared.

To assist you in reviewing your district's FERPA policies and communicating with parents and students about those policies, we have attached the following resources:

1. FERPA Policy Compliance Checklist
2. Model Notification of Rights under FERPA for Elementary and Secondary Schools
3. Model Notice for Directory Information for Elementary and Secondary Schools

FERPA regulations require school districts to use "reasonable methods" to ensure that teachers and other school officials obtain access to only those education records in which they have legitimate educational interests. School districts also should use reasonable methods to ensure that disclosure of information to third parties come within the reasonable scope of authorized disclosures in the law.

Properly understood, while FERPA includes significant protections for student records, it also permits use of those records for legitimate educational purposes – such as evaluation and research – to improve educational programs.

We at the department are here to assist you in safeguarding your students' information. If you have any questions or concerns regarding FERPA regulation or implementation, please contact Kady Dodds-Lanoha, CDE Senior Policy Associate at 303-866-6274 or Lanoha_k@cde.state.co.us.

Sincerely,

Robert K. Hammond
Commissioner of Education
Colorado Department of Education

