



Family Educational Rights and Privacy Act (FERPA) Guidance Document

Purpose: This document defines Personally Identifiable Information (PII) under FERPA and provides guidelines for securely handling student data.

Online Providers must comply with FERPA, which restricts the disclosure of PII from student education records without written consent from parents or eligible students. FERPA rights transfer to the student at age 18 or upon enrollment in postsecondary education.

PII is any information that could reasonably identify a student, including but not limited to:

- Student or parent names
- Student address
- Personal identifiers (e.g., SSN, SSID)
- Date or place of birth
- Any information that, alone or combined, identifies a student

Online Providers may adopt a limited directory information policy allowing disclosure to specific parties for specific purposes, as outlined in a public notice.

Secure Communication Protocol

To maintain data security, never send student PII via unsecured email. Use the following approved secure methods:

- Virtru: Encrypted email (log in via Google)
- Google Docs: Access must be restricted to specific users (requires sign-in)

Standard for Email Correspondence

If email is necessary for troubleshooting or requesting assistance from USBE, you must redact sensitive data. Use only the following format:

- Student Name: First two letters of the first name and the full last name
- Email Address: The student's associated email address(es)