



Secure Transmission of Student Personally Identifiable Information Guidance Document

Personally Identifiable Information (PII) as defined in FERPA includes, but is not limited to:

- a student's name
- the name of the student's parents
- the address of the student
- a personal identifier, such as SSN or SSID
- a student's date or place of birth
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty

Refrain from sending student PII via unsecured email. Instead use one of the following secure methods:

1. Virtru (log in with Google)
2. Google Docs (requires sign-in for access)

If email is necessary, use only the first two initials of the student's first name and the full last name excluding all other sensitive information as noted above.