



State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

DATE: November 3, 2008

TO: District Administrators
Directors of Special Education and Pupil Services

FROM: Carolyn Stanford Taylor, Assistant State Superintendent
Division for Learning Support: Equity and Advocacy

SUBJECT: Federal Requirements Under the Family Educational Rights and Privacy Act (FERPA)
and the Protection of Pupil Rights Amendment (PPRA)

The Family Educational Rights and Privacy Act (FERPA) includes requirements for local school districts that receive federal education funds regarding the management of pupil records. The Protection of Pupil Rights Amendment (PPRA) requires school districts to allow families of students to opt their child(ren) out of any surveys, analyses, and evaluations in eight protected areas. More specific information is available at <http://www.ed.gov/policy/gen/guid/fpco/doc/pprasuper.doc>.

You will note in the guidance document cited above that FERPA requires school districts to forward discipline records when a student transfers from one school district to another. Please be aware that Wisconsin law exceeds this standard and requires a school district to forward all pupil records when a student transfers to another school district (s. 118.125(4), Wis. Stats.).

Local school districts must annually notify families of students of their rights under both FERPA and PPRA. To assist you in fulfilling this requirement, sample model notices can be found at the following sites:

- <http://www.ed.gov/policy/gen/guid/fpco/doc/ferparights.doc>,
- <http://www.ed.gov/policy/gen/guid/fpco/doc/ppranotice.doc>, and
- <http://www.ed.gov/policy/gen/guid/fpco/doc/directoryinfo.doc>.

You can learn more about federal and state requirements regarding pupil records and student privacy at <http://dpi.wi.gov/lbstat/dataprivacy.html>.

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