FERPA and PPRA Review: Quick Guide for Completing the Instrument

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy rights of parents and students in education records. The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) provides rights related to marketing activities, student surveys, physical exams, and access to instructional materials. This instrument is designed to ensure that Local Educational Agencies (LEAs) comply with the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

- All LEAs must complete and submit the FERPA and PPRA Review by **Friday, April 18, 2025**, by changing the status of this instrument to "**Submitted**."

- The instrument must be completed by the **Director of Schools** only.

- **Complete the FERPA Documentation and Assurances Page.**
  - Select the appropriate Agree/Disagree response for each statement using the drop-down menus. The LEA must:
    - Confirm that the LEA has current written policies regarding parent and student rights under FERPA.
    - Confirm that the LEA annually notifies parents and students of their rights.
    - Confirm that annual training is conducted for all faculty and staff regarding FERPA obligations.

- **Complete the PPRA Documentation and Assurances Page.**
  - Select the appropriate Agree/Disagree response for each statement using the drop-down menus. The LEA must:
    - Confirm that the LEA provides notice and an opportunity for students to opt out of protected information surveys, physical examinations, and personal data collection for marketing or sale.
    - Confirm that students are given the opportunity to inspect certain surveys and materials.

- **Complete the FERPA & PPRA Review Documents Page.**
  - The LEA must upload the following five documents:
    - LEA-Level FERPA Policy
    - LEA-Level FERPA Proof of Training
    - LEA-Level FERPA Dissemination Process
    - LEA-Level PPRA Proof of Training
    - LEA-Level PPRA Dissemination Process

- **Finalize and Submit Instrument**.
  - Review your selections and uploaded documents.
  - Ensure that all uploads are clear and appropriately labeled.
  - Submit the completed instrument and confirm the status as "**Submitted**."

Division of Federal Programs and Oversight   1 | March 2025
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