

# North Central Kansas Special Education Cooperative

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## Interlocal #636

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### **Member Districts**

**USD 110 Thunder Ridge, USD 211 Norton, USD 212 Northern Valley, USD 237 Smith Center, USD 269 Palco, USD 270 Plainville, USD 271 Stockton, USD 325 Phillipsburg, USD 326 Logan, USD 392 Osborne, USD 399 Natoma**

## **Family Educational Rights and Privacy Act Confidentiality Agreement**

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the confidentiality of a student's educational records. It is important for you to understand and abide by the provisions of FERPA to ensure that you do not violate this federal law.

- You must not, under any circumstances, release to any person(s) information about a student unless your NCKSEC or district position specifically authorizes and requires you to do so.
- You must not acquire or collect any information from a student's record that you do not need in order to perform the duties assigned to you by the NCKSEC or member district.
- You must not share information about students that you may have learned while observing or performing your duties. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) is a violation and may result in disciplinary action up to and including termination from your position.
- It is your responsibility to keep any information in your workspace confidential.

I, \_\_\_\_\_, have read and understand my responsibilities as stated under the Family Educational Rights and Privacy Act Confidentiality Agreement and hereby agree to preserve and protect the confidentiality of any and all records that I view or have access to during the course of my involvement within the NCKSEC.

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Signature Date