# Privacy Protection Verification for

# Research Conducted in Schools

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| **IRB Number:** |
| **Title of Study:** |
| **Principal Investigator:** |
| **Sponsor or Funding Agency:** |

**Family Educational Rights and Privacy Act (FERPA)** sets forth consent requirements (and exceptions) for accessing information in student education records. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding from any program administered by the U.S. Department of Education. If there are plans to obtain information from student education records as part of research, the IRB must be assured that the school district has policies and procedures in place as required by FERPA and that the proposed study complies with these policies.

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|  | Written consent or parental permission to disclose personally identifiable information from education records is required. The IRB may not waive written consent or parental permission for disclosure of student information. |
|  | The research qualifies for one of the following exceptions from the general rule of consent or parental permission in accordance with FERPA: |
|  | The investigator will collect directory information following the policy and procedures of the school/district when accessing the directory information. |
|  | All personally identifiable information has been removed from the student education records. |
|  | Personally identifiable information from student education records will be disclosed to the investigator. The investigator will enter into a written agreement specifying the purposes of the study and the use and destruction of the information. |
|  | FERPA does not apply because the school does not receive any U.S. Department of Education funding. |

**Protection of Pupil Rights Amendment (PPRA)** affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature[[1]](#footnote-1). PPRA applies to any elementary school, secondary school, school district or local board of education (also called local education agency or LEA) that receives funding from the U.S. Department of education. PPRA also applies to research funded by the U.S. Department of Education. Investigators whose research is subject to PPRA should review the policies of the local educational agency and should be familiar with PPRA requirements.

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|  | The research uses surveys that include “protected information”, are funded by the U.S. Department of Education (in whole or part) and the surveys are required. The IRB cannot approve waivers of parental permission or consent for these surveys.  |
|  | The research uses surveys that include “protected information” and are being administered or distributed by schools that receive U.S. Department of education funds. Parents must be afforded the right to inspect the surveys prior to being administered and may opt the student out of the surveys. |
|  | The research does not fall under PPRA regulations. |

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Printed Name of School District Official Title of School District Official

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Signature of School District Official Date

1. 1. Political affiliations or beliefs of the student or student’s parent; 2. Mental or psychological problems of the student or student’s family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or 8. Income, other than as required by law to determine program eligibility. [↑](#footnote-ref-1)