



FERPA POLICY

The Shield Institute respects the privacy of its children and students and the confidentiality of their education records and as such adheres to the guidelines outlined in the Family Educational Rights and Privacy Act (FERPA).

Student Records and Privacy Procedure (FERPA)

At the start of each school year and/or after a student has been accepted into our program, a letter about Student Records and Privacy (FERPA) is sent home to families. The letter is updated each year and signed by the building principal. All student files have an access sheet that must be signed by any professional or administrative staff who reviews a student file. A list of staff approved to view student files should be posted in the file room and made available to staff. All student files must be locked in the file room at the close of business each day. Only the building principal can determine what information should be placed in the student files. Any changes in law will be disseminated to building principals and reflected in the annual letter home to parents.