



NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive
No.
1.1

SECTION: ADMINISTRATION
TITLE: FERPA GUIDELINES
DATE: JANUARY 2004
SUPERINTENDENT APPROVAL:

1. **Posting Grades/Scores:** The Family Educational Rights and Privacy Act (FERPA) provides that a school district may not disclose personally identifiable, non-directory information from educational records unless a parent/legal guardian or eligible student has provided a signed and dated written consent. Student grades, student social security numbers, and student ID numbers constitute personally identifiable information. FERPA prohibits the posting of grades/scores in any manner that reveals the identity of the student. The Family Policy Compliance Office, the federal agency that investigates and enforces FERPA violations, has specifically determined that posting student grades/scores by social security numbers (or any portion thereof) or by student ID numbers (or any portion thereof) is in violation of FERPA. Accordingly, the posting of student grades/scores in this manner is prohibited and shall not be done by any employees in Nebo School District.

However, if a teacher desires to post grades/scores of students, this may be accomplished by using a confidential identification code. This identification code must be unique, randomly assigned, and not associated with student social security numbers or student ID numbers in any form. The identification codes must be known only by the student and the teacher/school official who assigned them. The identification codes cannot be listed in alphabetical order or in a way as to reveal the identity of the student.

In addition, grades/scores should not be given over the telephone, by e-mail, fax, or by any other format in which you cannot make positive identification of the recipient of the information.

2. **Entering Grades/Scores into Gradebooks/SIS:** Students (including students who are Teachers Assistants (TA)) shall not be permitted to enter grades/scores into a teacher's gradebook or into the SIS system. Students shall not be permitted to have access to a teacher's gradebook or the SIS system whereby the student can see or have the ability to change grades/scores of other students. The entering of student grades/scores into gradebooks or into the SIS system must be done only by the teacher or other properly authorized school officials.
3. **Calling out Grades/Scores by Teachers or Students:** The calling out of grades/scores in class either by students or teachers where other students can hear is a prohibited practice in Nebo School District.
4. **Student Grading/Scoring:** The practice of students grading/scoring other student's school work is permissible under FERPA and in Nebo School District in limited circumstances. As a general rule, the practice of student grading in Nebo School District is discouraged and should be done only in appropriate circumstances. There are circumstances where student grading serves important educational purposes, such as to provide student peer evaluation and feedback on certain types of school work projects. However, student peer evaluation, which is subjective in nature, should not become part of a student's permanent course grade. Student grading which is objective in nature may be part of a student's permanent course grade if appropriately supervised by the teacher. Student grading should never be done only because it is more convenient for the teacher, but should always have some valid educational purpose. For specific questions concerning student grading, teachers should consult with their principals.

FOR FURTHER QUESTIONS OR DIRECTION CONCERNING THESE FERPA GUIDELINES, PLEASE CONTACT THE DIRECTOR OF ELEMENTARY EDUCATION, THE DIRECTOR OF SECONDARY EDUCATION, OR DISTRICT LEGAL COUNSEL.