

## **CONFIDENTIAL STUDENT INFORMATION**

U-Prep must have a signed and dated written permission from the parent before releasing any information from a student's education record except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by U-Prep as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on U-Prep board. A school official also may include a volunteer or contractor outside of U-Prep who performs an institutional service of function for which U-Prep would otherwise use its own employees and who is under the direct control of U-Prep with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In addition, U-Prep forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.