

Data Requests: Procedures for Outside Agencies

Effective July 17, 2025

With GREAT power...

Comes great RESPONSIBILITY

-Uncle Ben Parker



Family Educational Rights and Privacy Act (FERPA) Reminder

FERPA - Federal law that protects the confidentiality of student educational records.

- Applies to any public or private elementary, secondary, or post-secondary school and any state or local education agency that receives federal funds.



REMINDER:

The Children's Online Privacy Protection Rule (**COPPA**)

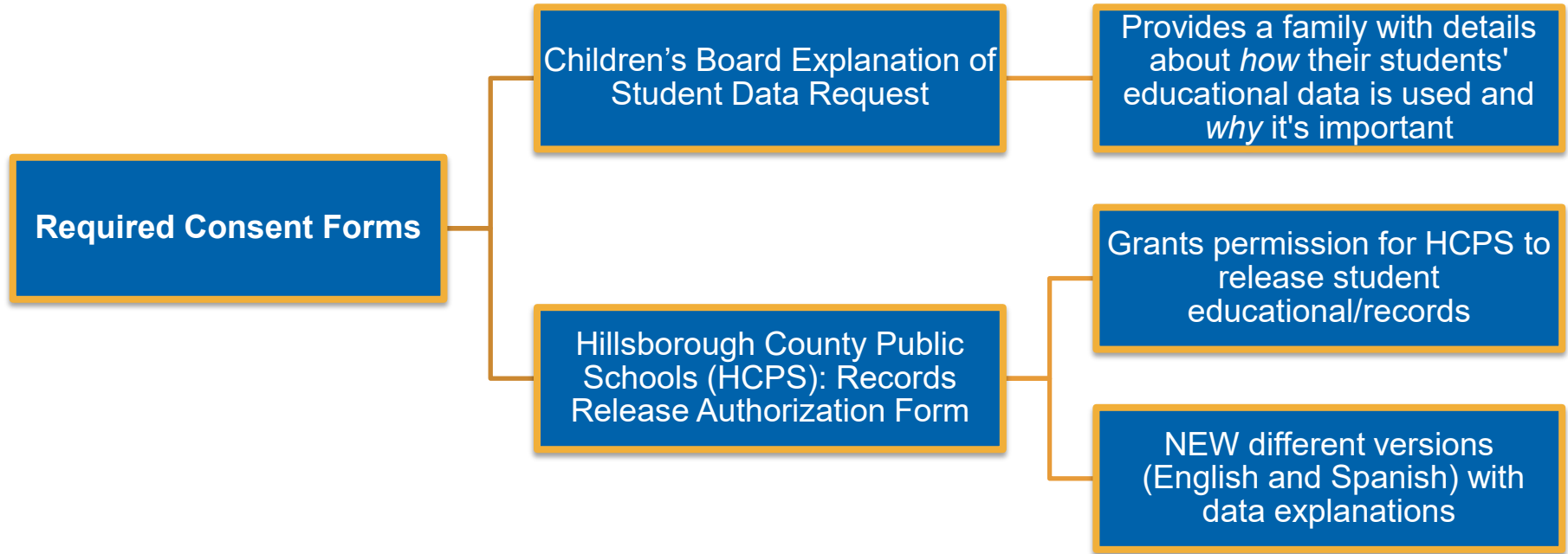
COPPA- federal regulation in the United States that aims to protect the privacy of children under 13 years old when they use online services. It requires websites and online services to obtain parental consent before collecting personal information from children, such as names, addresses, or email addresses. COPPA also mandates transparency about data practices and provides parents with control over their child's information.

What is personal information?


- ☐ First and last name
- ☐ Home or other physical address (street name, city or town)
- ☐ Online contact information (email address)
- ☐ Screen or username that functions as online contact information
- ☐ Telephone number
- ☐ Social Security number or state electronic identifier
- ☐ Photograph, video or audio file containing a child's image or voice
- ☐ Persistent identifier that can be used to recognize a user over time and across different websites or online services
- ☐ Geolocation information sufficient to identify street name and name of a city or town
- ☐ Information concerning the child or parents of that child collected online from the child and combines with another identifier



Consent Forms



ALL the Changes...


Hillsborough County Public Schools Records Release Authorization

Regarding: _____
Name of Student (Print) _____ Date of Birth _____ Parent/Guardian Name (Print) _____

Requestor: Children's Board (Research) _____
Requesting Agency/Organization Name _____ Children's Board: 1002 E. Palm Ave. Tampa, FL 813.229.2884
Agency/Organization Phone/Email _____

Please select the applicable Educational Record to be Released/Copied/Inspected (See back for explanation):

<input type="checkbox"/> Academic Reports/Records (e.g., District Progress Monitoring, Course Grades, Grade Promotion)	<input type="checkbox"/> Demographic Data (e.g., Ethnicity/Race, ESE, ELL, FRL)	<input type="checkbox"/> Health/Medical/Birth Reports/Records
<input type="checkbox"/> Attendance/Enrollment Records	<input type="checkbox"/> Diagnostic Screenings Reports/Records	<input type="checkbox"/> State Standardized Test Data (e.g., FAST, STAR)
<input type="checkbox"/> Behavioral/Disciplinary Data (e.g., referrals, Suspension)	<input type="checkbox"/> Florida Education Identification (FLEID) Number	<input type="checkbox"/> Other: _____

Please send/Release Educational Record information to:

Requesting Agency/Organization Name _____ Primary Data Manager/Receiver Name _____

Agency/Organization Address _____ City _____ State _____ ZIP _____

This Authorization Shall be Effective 365 Days from the Date of Signing

IMPORTANT – PLEASE NOTE

The person or agency/organization receiving these records must not transfer the information obtained to any other person or agency/organization without obtaining the written consent of the parent or legal guardian, or the student if eighteen years of age or older, or as otherwise allowed or provided by law.

Pursuant to Public Law 93-380, you, the parent/guardian, are hereby notified that you have the right to inspect educational records, to have a copy of said records if you wish to pay the cost of duplication, and to challenge the content of said records on the grounds that they may be inaccurate, misleading or inappropriate. These records used to make educational decisions about students are subject to review by the parent/guardian, and the student if 18 years of age or older.

Please check **ONLY** one option:

☐ I am the parent or legal guardian of the student who is the subject matter of the records listed above, and that said person is under the age of eighteen. By signing this document, I agree to the release, copy, or inspection of selected records and reports.

Signature of Parent/Guardian _____ Date Signed _____

☐ I am the student who is the subject matter of the records listed above. I am eighteen years of age or older and eligible to consent. By signing this document, I agree to the release, copy, or inspection of the selected records and reports.

Signature of Student ONLY if 18 years of age or older _____ Date Signed _____

2025.07.07 Assessment, Accountability, Research, and Measurement


BEFORE requesting parental consent, programs must:

- ✓ **Add Requesting Agency Name** after Children's Board on Requestor line
- ✓ **Add Agency/Program Contact Information** in Send/Release Education Record Information section
- ✓ **Select only the CB agreed-upon deliverable(s)** such as "Academic Reports/Records" and "Attendance/Enrollment Records"

Completing the HCPS Authorization Form

For records to be released, the legal guardian must:

- ✓ **Print:** Student name and DOB
- ✓ **Ensure** the correct box is selected. It can be highlighted on the form, but **not** pre-filled.
- ✓ **Ensure** the form is signed and dated when complete


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2025.07.07 Assessment, Accountability, Research, and Measurement

i) Text Predictions: On  Accessibility: Investigate



- **No** whiteout
- **Only** use color ink (preferably black or blue)
- **Try to use** the *same* color ink for everything
- **Only** the pre-approved deliverables should be requested.
- **Only** Student ID # can be *added* after a parent/guardian has signed; nothing else.
- **ALL** changes must be initialed (regardless if it is you OR the parent making the change)
- **Only** use forms pre-approved by CBHC

Photo by Matt Beniot from Canva



Electronic Consent and Authentication

- FERPA statute permits the use of electronic consent (signature)
 - 34 C.F.R. § 99.30 (d) “Signed and dated written consent” under this part may include a record and signature in electronic form that:
 - (1) Identifies and authenticates a particular person as the source of the electronic consent; and
 - (2) Indicates such person’s approval of the information contained in the electronic consent.
- Takeaways:
 - Agencies **can** use electronic consent
 - Burden of proof for authentication resides with the program

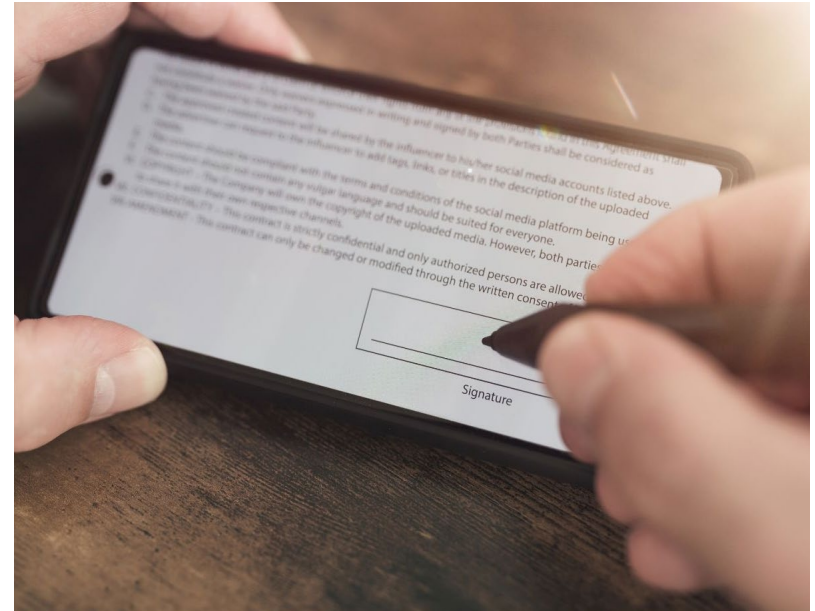


Photo by Christian Horz from Canva



Data Rules

- ✓ We will “Share” everything via a secure Microsoft 365 folder
- ✓ All data will remain at HCPS and with each agency
- ✓ Remember to **KEEP IT SECURE** for 6 years !!!



Photo by Unknown Author is licensed under CC BY-SA

How do I get the data I need?

New Process for 25-26



UPLOAD Your VALID FERPA's and Excel file(s)

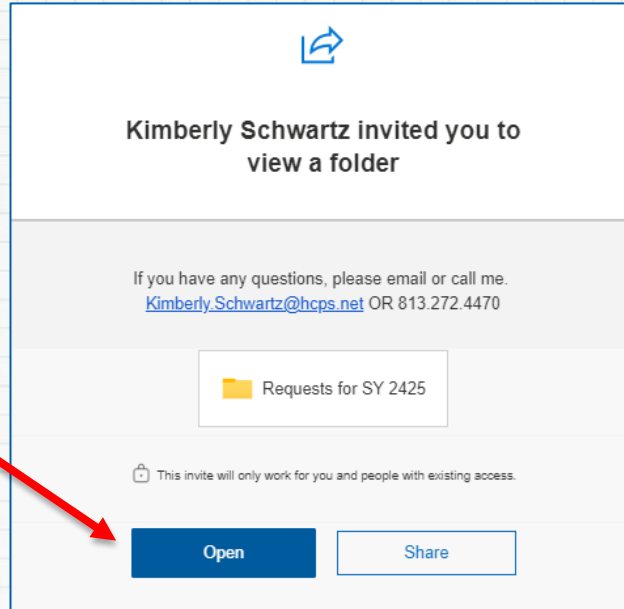
What???? How do I do that???



ALL Agencies: Folder Access

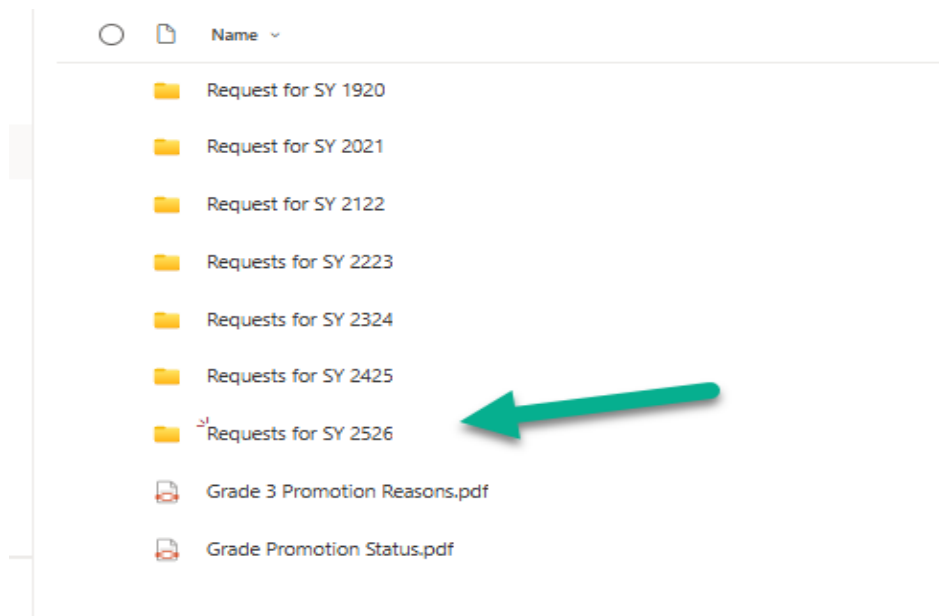
Only the CBHC approved Authorized User(s) will be given access

- Request data via email from **Kimberly Schwartz. (Kimberly.Schwartz@hcps.net)**
- A shared folder invitation will be sent to you...
 - Open the folder (you will have to provide credentials)



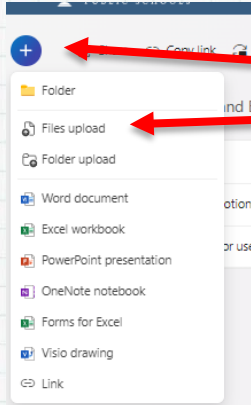
This is ***YOUR AGENCY*** Folder. Open the current year.

My files > Research and Evaluation > Data Requests > Childrens Board > Your Agency Name Here



How to UPLOAD Your File(s)

1



Select + button and “Files upload”

File Name:

Use agency abbreviation name

School year requested (2526)

Data being requested (Attendance or Grade Promo)

For example: Big Brothers Big Sister = BBBS 2526
Grade Promo

2

Select the files you wish to upload from YOUR computer... this will be your student roster Excel file and all valid FERPA forms **IN Roster Order by Student Last Name, First Name**

Example of what your folder *SHOULD* look like

+ New ▾					
↑ Upload ▾					
🔗 Share					
🔗 Copy link					
🔄 Sync					
↓ Download					
⚙️ Automate ▾					
My files > Data Requests > Childrens Board >			Your Agency Name Here		
📁	Name ↑ ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
📄	BBBS 2122 FERPA's_Q2.pdf	February 10	vanessab@bbbstampabay	1.48 MB	🔗 Shared
📊	BBBS Q2 Attendance.xlsx	February 15	Kimberly Schwartz	22.7 KB	🔗 Shared

Excel file of your request

Scanned FERPA forms in the same order as the Excel roster (student last name, first name)

AFTER all files are uploaded, send Kim an email...

To: "Kimberly.Schwartz@hcps.net"

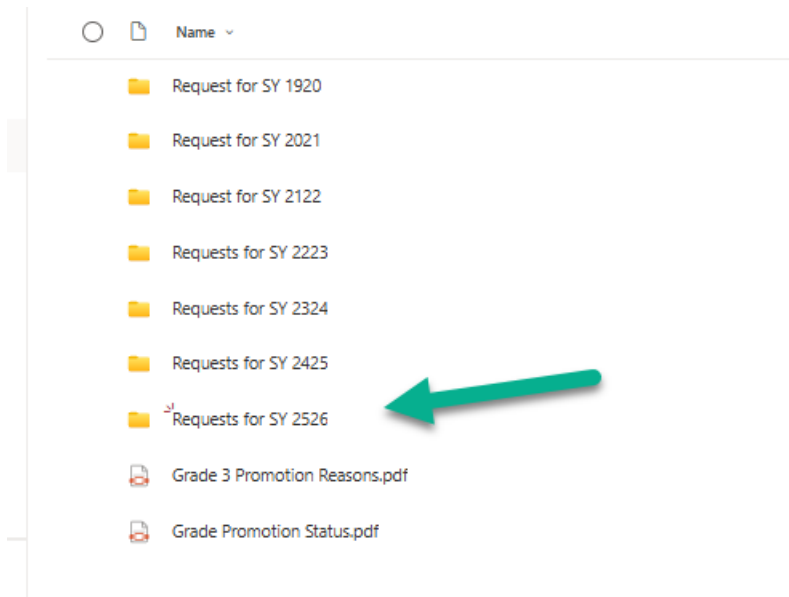
MESSAGE: "Hi Kim, Hope you are having a wonderful day. I have uploaded the [your agency/program name here] Excel file requesting student data. When you get a chance, I would like [data requested here]. Thank you in advance, I appreciate your time!"

Warm Regards,

[your name]

We're going to talk about my "time", a little later.

You will notice that your folder ALREADY has SOME files



*You can download and keep these pages because they explain what each grade promotion codes/terms mean. For example, A4 means the student passed 3rd grade based on portfolio performance.

ALSO, these *are always available* to you in the “Forms and Templates” Folder



Forms and Templates

Yesterday at 12:05 PM

Kimberly Schwartz

8 items

Shared

How to set up Excel file

Excel File needs 5 columns

- Student ID
- Last Name
- First Name
- Date of Birth
- Status

The others are for your records

- Child Grade
- PERMID
- Promotion Code

Student ID	Last Name	First Name	Date of Birth	Child Grade	PERMID	Status	Promotion Code
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Email Exchange with Kimberly.Schwartz@hcps.net

Example Email Message:

You: “Hi Kim, I’ve uploaded the FERPA forms and Excel roster.”

Me: “Great, I will email you when your data is ready.”

Me: “Hi _____, Your data is ready for review. Let me know if you need anything else.”

PROCESS RECAP

1. Open the shared folder (email)
2. Upload your file(s)
3. Send Dr. Schwartz an email requesting your files be reviewed and data gathered
4. Dr. Schwartz will reach out with concerns, or you will receive an email when data is ready
5. Securely share with CBHC through CATS system
6. Place all data in a secured agency location to be deleted in the 6th year after contract ends.

Troubleshooting



Email Kim Schwartz and Christine Caffray-Kreines

- With technological problems
- You can't open the "Shared" folder
- You forget what to do
- You have problems getting the FERPA files uploaded
- You need the NEW HCPS FERPA forms
- Questions about FERPA/CBHC forms

Securing Educational Data

- Keep passwords on all files with data obtained from HCPS (after downloaded from secure site)
- Keep Authorization forms in student files in locked or secure locations
- If transporting forms or files with student data, always use a locked file box
- If files are stored on computer, maintain security and protections on computer (limit number of staff with access)
- All agencies that request educational data are subject to federal, state or district audits.

Data Destruction



FERPA requirements:

- Destroy records when they are no longer needed for legitimate educational purposes

SIX years after contract end, CBHC will destroy the data...How do you destroy the AGENCY DATA?

- Electronic wiping - You shouldn't be able to still access or use the data after deletion (example - computer recycle bin)
- Shred the data
- Paper should be shredded
- Electronic external items should be destroyed so data is not retrievable

FERPA 101 for Local Education Agencies

Online Course ...

Who:

The staff of any agency (new or existing) must present FERPA certification every 3 years from anyone responsible for:

1. Reviewing and collecting completed forms,
2. Recording data from forms in any data system, or
3. Requesting data from the school district

Where/What:

1. **Go** to web site
<https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies>
2. **Begin/Take** FERPA 101: For Local Education Agencies course
3. Complete course **prior to start of school year**
4. Upon successful course completion, **send** electronic certificate to Christine Caffray-Kreines
5. **Upload copy to your HCPS folder**

How to Ensure I get the Needed Data...

Look over your FERPA forms

- ONLY upload valid forms
- ONLY current students are on the Excel Spreadsheet



- Be mindful of your responsibility
- Be mindful that your program is at risk
- Be mindful of Dr. Schwartz's time...
because she reviews the submitted forms for compliance

How to Ensure I get the Needed Data...

Look over your FERPA forms

Make your roster MATCH the FERPA forms

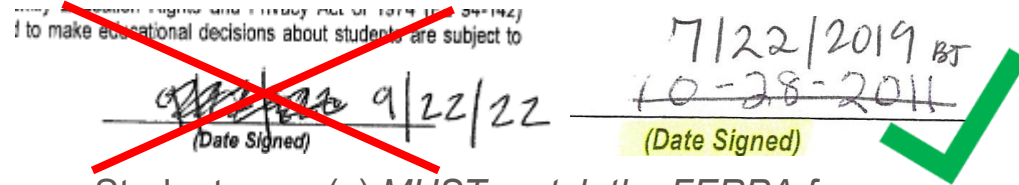
Double-check that your roster and FERPA forms MATCH

REMINDERS!

- Do not password protect ANYTHING that we share until we are done sharing it.
- FERPA forms should be in the same order as listed on the Excel file
- Check for expiration dates (valid for only 1 year from signature) - anticipate expirations
- Check for legibility for student numbers, birthdates, and all printed names (if you can't read it, I can't read it 😊, and YOU won't get that piece of data)
- BOTH the HCPS and CB consent forms must agree to allow the data for release

REMINDERS!

- Crossing out of ANYTHING is not permitted or accepted without the guardians' initials.



- Student name(s) *MUST* match the FERPA forms
 - **Sarah Cordova Leal** on form **MUST BE THE SAME** as on YOUR Excel Sheet- **Sarah Cordova Lopez** is not accepted (even if all other data is correct).
 - **CoCo Lopez** is also not accepted
 - Because nicknames are not accepted (even if all other data is correct).

More Reasons Data is withheld:



- Different people signing (might be divorced/custody)
- Consent is NOT checked
- All consents checked

- Checking non-agreed to deliverables (boxes)
- HCPS Student ID Number is missing for more than 10 students
- Scanning issue (Forms not clear)
- ANY change without authorship (initial)
- HCPS FERPA and CB signed with different levels of consent.



Important Dates to Keep in Mind

Grade Promotion

- August 1

Last day of a Quarter for Attendance

- October 10
- December 19
- March 13
- May 29

Send in Agency Files EARLY



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