

MPAAA Legislative Primer

MPAAA Certification Course
Spring 2025

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Thank you to Rob Dickinson for the original creation of the MPAAA Legislative Primer training content.

- Today's presenters are:
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 - Director, Policy & Pupil Membership Human Resources, Ottawa Area ISD
 - Leah Cameron
 - Pupil Auditor, Ingham Intermediate School District

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Pupil Accounting Legal Primer
Why it matters

- The laws form the basis of the pupil accounting and auditing work
- State statute is the law, and administrative rules carry the force and effect of law. MDE interprets the law via manuals and other guidance.

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Overview

Pupil accounting/auditing based on State School Aid Act and Revised School Code

- Part I – Looking up laws, bills, legislative history, etc.
- Part II – Basic review of sources of laws, rules, manuals
- Part III – FERPA, FOIA, & HIPAA

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Part I Overview

- How to look up bills
 - AKA proposed laws
- How to track bills
 - Until a bill becomes law
- How to look up laws
 - By MCL or by Public Act #

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Looking up Bills

- House (HB) or Senate (SB) Bill
- Typical bill chronology:
 - Introduced Bill – most bills end here
 - As Passed by House [or Senate]
 - As Passed by Senate [or House]
 - Concurred Bill (if Senate/House have to work out differences)
 - Public Act – if/when bill becomes law

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Looking up Bills

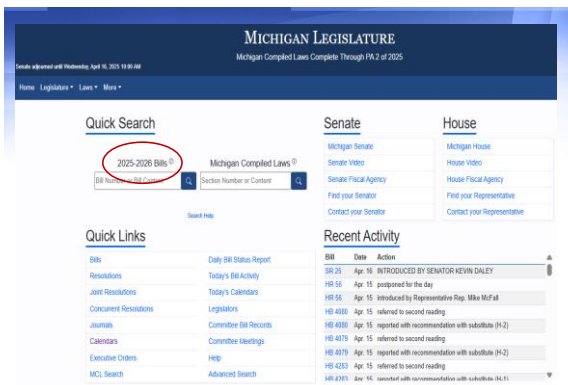
- Legislative Sessions last 2 years
- 25/26 began 01/01/2025 and will end 12/31/2026 (actually, day of last legislative session, probably mid-December)
- Anything that didn't become law, dies
- Re-submit, new numbers, starting at SB 1 and HB 1 for the next Legislative session
- Any bill that does not become law within the two-year Legislative session in which it was introduced, dies

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How to look up bills

- Legislature.mi.gov (or mileg.org)
- Enter bill number or bill content in search engine
- Review marked up bill
- Review Senate and House Fiscal Agency Summaries
- Track bill

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MICHIGAN LEGISLATURE
Michigan Completed Laws Complete Through PA 2 of 2025

Search advanced on Wednesday, April 16, 2025 10:58 AM

Home | Legislature | Laws | More

Bills (2025-2026 - Session)

Search
Bill Number or Bill Content

Browse Bills
Browse 2025-2026 Senate Bills
Browse 2025-2026 House Bills
Browse 2025-2026 Appropriations Bills
Browse Bills by Committee
Browse Bills by Sponsor

Bill Lists
Daily Bill Status Report
Most Recent Bill Activity
Exact spreadsheet of bills for the 2025-2026 session
Exact spreadsheet of bills for the 2023-2024 session
Exact spreadsheet of bills for the 2021-2022 session
Exact spreadsheet of bills for the 2019-2020 session
Exact spreadsheet of bills for the 2017-2018 session
Show More

Bill History Search
Search Terms

Search by PA Affected
Public Act (PA Number) of (PA Year) PA Origin Session (Regular)

Category Search **Detailed Category Search**

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MICHIGAN LEGISLATURE
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Bills (2023-2024 - Session)

Search
HB 5527

Browse Bills
Browse 2023-2024 Senate Bills
Browse 2023-2024 House Bills
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Browse Bills by Sponsor

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Search Terms

Search by PA Affected
Public Act (PA Number) of (PA Year) PA Origin Session (Regular)

Category Search **Detailed Category Search**

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House Bill 5527 of 2024 (Public Act 36 of 2024)

Print Friendly | Previous Bill | Next Bill

Sponsors
John Fitzgerald (District 83)
Tyronne Carter (District 11)
Jasper Martinus (District 69)
Carol Granville (District 84)
Jimmie Wilson, Jr. (District 32)
Helena Scott (District 7)

Categories
Education, safety, Health, other
Education, safety, cardiac emergency response plans, modify, Amends sec. 19 of 1941 PA 207 (MCL 25.19) & adds sec. 19b.

Documents
Bill Document Formatting Information
House Introduced Bill
As Passed by the House
As Passed by the Senate
House Concurred Bill
Public Act

Analysis
Senate Fiscal Agency Analysis
House Fiscal Agency Analysis

Click me

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Part II Overview

- School Funding Constitutional Provision
- State Revised School Code
- State School Aid Act
- Administrative Rules for the Distribution of State Aid (aka Pupil Accounting Admin Rules)
- Pupil Accounting Manual (PAM)
- Pupil Membership Auditing Manual (PMAM)
- Michigan Attorney General Opinions

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Michigan Constitution Mandates Free Public Education

- Article VIII, Section 2

The legislature shall maintain and support a system of free public elementary and secondary schools as defined by law.

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Legislation

- The Revised School Code (RSC) MCL 380.1 et. seq. provides the basic system of public instruction for elementary and secondary schools
- The State School Aid Act (SSAA), MCL 388.1601 et. seq. provides the financial support for public elementary and secondary schools in our state
- References to RSC and SSAA are the legal basis of pupil accounting and auditing

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Notable RSC Provisions - MCLs

<ul style="list-style-type: none"> • 380.501-507 • 380.521-529 • 380.551-556 • 380.627a • 380.1134 • 380.1135 • 380.1138 • 380.1147 • 380.1148, 1148a • 380.1175 • 380.1278 	<ul style="list-style-type: none"> • 380.1281 • 380.1284, 1284a, 1284b • 380.1297, 1298 • 380.1301 • 380.1311, 1311a, 1311b • 380.1401-1416 • 380.1471-1474 • 380.1561 • 380.1711 • 380.1751
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State School Aid Act - MCLs

<ul style="list-style-type: none"> • 388.1603 • 388.1606 • 388.1606a • 388.1614 • 388.1615 • 388.1617b • 388.1618 • 388.1619 • 388.1621b • 388.1621f • 388.1622f • 388.1623a • 388.1624, 1624b • 388.1625e • 388.1651a • 388.1652, 1653a 	<ul style="list-style-type: none"> • 388.1691a • 388.1698 • 388.1701 • 388.1705, 1705c • 388.1706 • 388.1707 • 388.1709 • 388.1711 • 388.1718 • 388.1763, 1763a • 388.1766b • 388.1766d • 388.1768 • 388.1769 • 388.1901-1913
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Specific Examples from RSC & SSAA

<p>MCL 380.1135</p> <p>PAM Reference: page 1-6</p> <p>Proof of age/identity when enrolling a student in the district for the first time & student record (CA-60) transfers.</p> <p>Last revised: Dec. 28, 2018</p>	<p>MCL 388.1705 & 1705c</p> <p>PAM References: page 4-3 & Sec. 5I Schools of Choice</p> <p>Optional enrollment of non-resident students from within ISD (105) or contiguous ISD (105c)</p> <p>Last revised: Oct. 1, 2021</p>
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Pupil Accounting Administrative Rules

- State Agency Establishes Rules Following MI Administrative Procedures Act (APA)
- Authorized by:
 - MCL 380.1281 (duties of state board of ed, rule waivers),
 - MCL 380.1284 (length of school year, rules),
 - MCL 388.1606(9) (definition of "rule"),
 - MCL 388.1613 (counting membership rules),
 - MCL 388.1701 (days and hours waiver),
 - MCL 388.993 & 388.994 (1996 Gov. Engler Executive Order transferring administrative powers and duties from state board to state supt.)

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Pupil Accounting Administrative Rules

- Agency Admin Rules have force & effect of law
- Rule can be superseded by statutory change

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Pupil Accounting Rules - Overview

- R340.11 Virtual learning, online learning, distance learning, self-scheduled
- R340.12 Independent Study
- R340.13 Learning Labs
- R340.14 Experiential learning courses
- R340.15 Work-based learning experiences
- R340.16 Work-based learning CTE programs
- R340.17 Postsecondary dual enrollment
- R340.18 Waivers

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Pupil Accounting Rules

- The 'official' rules are not edited often
- 2008 last time revised
 - New laws make parts irrelevant, overridden
- Can be useful for citations but start with the Pupil Accounting Manual because some section of Admin. Rule have been superseded by state law changes.

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Pupil Accounting Manual

- PAM provides guidance on pupil membership and count requirements – updated annually
 - <https://www.michigan.gov/mde/Services/financial-management/state-aid/publications/pupil-accounting-manual-pam>
 - Developed by MDE Office of State Aid and School Finance
 - Required by Law (MCL 388.1618(4))
 - Legal References/Citations to State Law and Rules are at end of PAM sections.

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PAM Section 1 – Required Documentation

- District Level: calendar, attendance policy, grad requirements, board approved # of courses to be full-time equivalent pupil, board approved course catalog, & master teacher schedule
- Building/Program Level: program master schedules, pupil alpha list, Pop III lists, attendance records, attendance policy defining excused absence, & absence documentation
- Pupil Level: enrollment record (CA60), proof of identity and age, class schedule, additional student records based on population and/or auditor discretion

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PAM Section 2- Days and Hours

- Days of Instruction = 180 days
- Hours of Instruction = 1,098 hours
 - Exceptions:
 - Special Ed Early Childhood Classroom Program, R340.1754 - 144 days, 450 hrs
 - Special Ed Early Childhood Services, R340.1755 or 1862 - 180 hrs (no days)
- Calendars – district wide vs. building specific, common calendar (ISD-wide), pre-labor day start (waiver only), legal holidays (prohibited school days), alt ed/innovative programs

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PAM Section 2 – Days and Hours Cont.

- Pupil Instructional Hours Requirements
 - Certificated Teacher, Scheduled & Available for All Students, Seminar, Passing/Travel Time, Lunch/Recess
- Forgiven Days and Hours
 - Situations outside district control
 - 6 days granted annually by law
 - Additional 3 days by approval of MDE
- Qualifying professional development days and hours
- 15 Days of Virtual Instruction under 21f

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PAM Section 2 – Days and Hours Cont.

- 75% Attendance Requirement
 - District wide
 - Exceptions; 100% virtual, unscheduled buildings
- 3 Separate Targets: State Aid Penalty may apply for failing to meet minimum days, hours, and/or 75% attendance rate

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PAM Section 3 – Count Requirements

- Count Days – 1st Wed in Oct, 2nd Wed in Feb
- Pupil Eligibility - enrolled on or before count day, met age requirement, proof of identity and age, residency, class schedule, attendance, not achieved HS diploma
- Teacher Certification/Appropriately Placed
- Audit Appeals – potentially 3 steps
 1. Informal appeal to ISD auditor (10 days)
 2. Appeal to MDE Office of Audits (30 days)
 3. Appeal to State Superintendent

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PAM Section 4 - Residency

- Resident Pupils – district of residence, or affidavit exception for home of relative, etc.
- Nonresident Pupils - must be enrolled under proper non-resident authority to be claimed in membership: schools of choice, resident district release, cooperative agreement, or Sec. 6(6) exemption: alt ed (+ one of 4 categories), nonpublic/homeschool pupils, child of employee, etc.

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PAM Section 5 – Nonconventional Pupils aka Pop IIIs

- Section 5-A Alternative Ed Pupils
- Section 5-B Cooperative Ed Programs
- Section 5-C Home Based
- Section 5-D Homebound/Hospitalized
- Section 5-E Nonpublic Part-Time and Homeschooled Pupils
- Section 5-F Part-time Pupils

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PAM Section 5 – Pop III Cont.

- Section 5-G-A Postsecondary Dual Enrollment
- Section 5-G-B Early Middle College
- Section 5-H Reduced-Schedule Pupils
- Section 5-I 105/105c Schools of Choice
- Section 5-J ISD Schools of Choice
- Section 5-K Special Ed Early Childhood
- Section 5-L Special Ed Transition Services

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PAM Section 5 – Pop IIIs Cont.

- Section 5-M Split-Schedule Pupils
- Section 5-N Suspension and Expulsion
- Section 5-O-A Distance Learning & Independent Study
- Section 5-O-C Cyber Schools
- Section 5-O-D Virtual Learning
- Section 5-P Work Based Learning

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Section 5 – Pop Ills Cont.

- Section 5-Q-A Section 23a Dropout Recovery Program
- Section 5-Q-B Section 25e Pupil Membership Transfers
- Section 5-Q-C Visa Program Pupils (F1 & J1 visas)

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PAM Section 6 and Appendices

- 6-A Experiential Learning
- 6-B Peer to Peer Programs
- Appendix A Glossary of Terms
- Appendix B Abbreviations/Acronyms
- Appendix C Exhibits (form samples)



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Pupil Membership Auditing Manual (PMAM)

- Resource for conducting pupil membership audits
- Prepared by MDE Office of Financial Management
- Updated annually and subject to change
- PMAM is required by law MCL 388.1618(4)
- Topical Index includes References/ Citations to RSC, SSAA, PA Admin Rules, and the PAM

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PMAM - Intro & General Reqts

Introduction

- Pupil membership audit is required
- Provides audit procedures and checklists
- Provides for Quality Control Reviews (i.e., MDE's review of ISD/CPA audit papers)
- General Requirements
- Statement of Ethics & Independence

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PMAM –Desk Audit

- Every building, every count
- Review of district documentation per Desk Audit Checklist
 - Days & Hours & 75% Attendance (EOY)
 - Non-conventional pupils reported
 - Special Education Worksheet A/Bs
 - FTE/UIC conflicts
 - Teacher certification
 - FTE comparison report
- Process FTE Adjustments, if needed

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PMAM – Field Audit Building/Prgm

- Audit frequency/scope is based on risk assessment & audit rotation schedule
- Review district records to verify counts
- Select Sample from Pop I, II, & III
- Review pupil documentation for each sampled student
- Exit Conference & FTE Adjustments, if needed

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PMAM – Field Audit Sampled Pupil

- Pupil Enrollment, Age, Residency
- Pop I Present on Count Day – class schedule and attendance
- Pop II Absent on Count Day – class schedule & attendance (10/30 day rule)
- Pop III Nonconventional Pupils – class schedule, attendance, plus additional documentation required for the population

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PMAM – Reports & Appeals

- Audit Report - DS 4061/DS 4120 and Audit Narrative in MSDS MCL 388.1618
- MDE adjusts State Aid Payments based on audit findings submitted MCL 388.1615(2)
- Appeals – Informal Appeal to ISD (10 days), Formal Appeal to MDE (30 days), and Final Appeal to State Superintendent
- State Decisions on Audit Appeals found on MDE Administrative Law Website

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PMAM – GAD Audit

- Graduation and Dropout Audit for the previous 3 grad year cohorts - to publish 4-year, 5-year and 6-year grad rate.
- GAD Application in MSDS
- GAD Audit late October- early December
- CEPI calculates grad/dropout rate late January
- GAD Audit high school buildings subject to field audit that year 2% grad code, 5% exempt code
- Can also submit exit code change requests

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Pupil Auditing Manual – 25e Audit

- Transfer of funds from one District (the one at fall count day) to new District, prior to Spring Count day
- Auditors review & approve/deny claims
- ISD of District making claim
- Audit standards are provided
- Denied claims can be re-presented
- Claims must be submitted before the Spring count day

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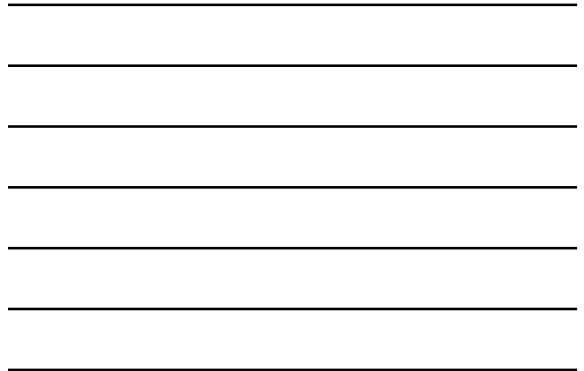
PMAM - Appendices

- A – Statement of Independence
- B – Local District Planning Form
- C – Building Risk Assessment Form
- D – Desk Audit Checklist
- E – Field Audit Checklist
- F – Sample Summary & Analysis
- G – FTE Adjustment Form
- H – Audit Compliance
- I – Field Audit Procedure: Teacher/Staff Interview
- J - Field Audit Procedure: Teacher/Staff Interview for Virtual Program
- K – Audit Findings General
- L – Audit Findings Specific
- M – Confirmation Request (from CPAs)
- N – Acronyms/Meaning
- O – CEPI Dates & Deadlines
- P – Citations for Statutes/Admin Rules

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Search AG Opinions by Number

- Each Attorney General Opinion has its own number
- PAM references AG opinions with number then year, Example on PAM p. 4-5

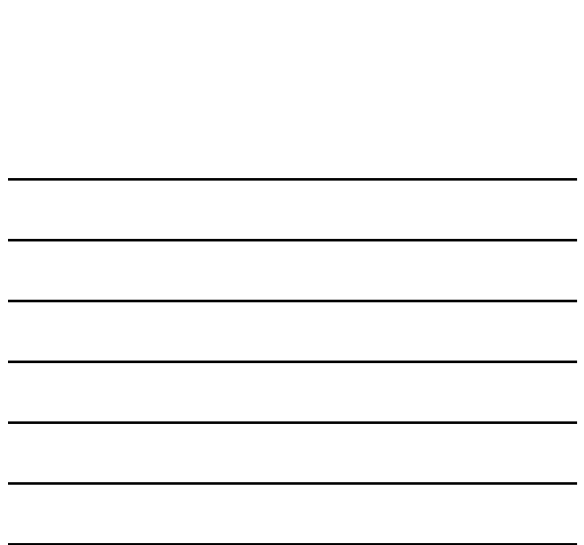
Attorney General Opinions:

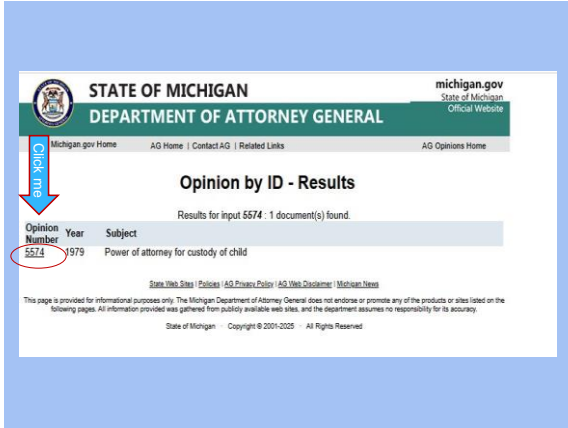
- 5004, May 1976
- 5112, Dec 1976
- 5574, Sept 1979
- 5782, Sept 1980
- 5925, June 1981
- 5995, Oct 1981
- 6316, Sept 1985
- 7154, March 2004

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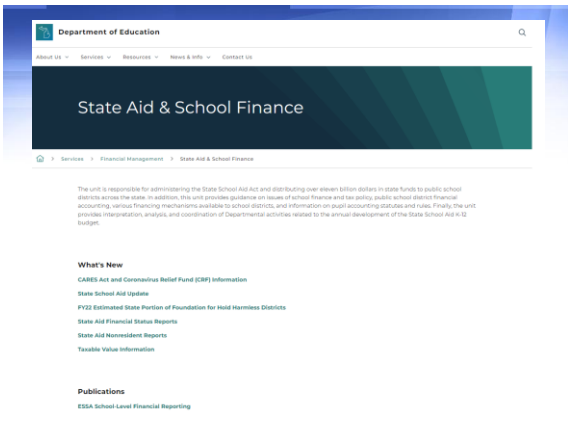


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Other State Website Links

- MDE Office of State Aid & School Finance
<http://www.michigan.gov/SASE>
- MDE Office of Financial Mgmt - Audits
<https://www.michigan.gov/mde/services/financial-management/audits>
- Funding
- Updated regularly (24/25 manuals)
- Resources and Related Info
 - Pupil Accounting Information

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Publications

- ESSA School-Level Financial Reporting
- Budget and Salary Compensation Transparency Reporting
- Bulletin 1011 - Analysis of Michigan Public Schools Revenue and Expenditures
- Bulletin 1014 - Michigan Public Schools Ranked by Select Financial Information
- Indirect Cost Rates
- Michigan Public School District Maintenance of Effort
- Nonpublic School Dual Enrollment
- Number of Public School Districts in Michigan
- Michigan Public School Accounting Manual
- MPSEBS Section 147c Information & Guidance
- Pupil Accounting Manual (PAM)

Resources and Related Information


- Deficit District Information
- Public School Accounting
- Pupil Accounting Information (Including Waivers and Program Guidance) 
- School Statistics - CESI
- State Aid Payment Calculation
- State Aid Payment Information

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Other State Website Links

- Pupil Accounting Waiver Information Page
<https://www.michigan.gov/mde/services/financial-management/state-aid/related-info/pupil-accounting-information>
- Links to most of what we've discussed
- Reference documents
- Waivers
- Current topics and useful memos

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ANY QUESTIONS?

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Part III - Overview: Sharing Records

FOIA, FERPA, and HIPAA

- Freedom of Information Act (FOIA)
 - State law provides access to the records of public bodies
- Health Insurance Portability and Accountability Act (HIPAA)
 - Federal law protects patient privacy by limiting the sharing of medical records without consent
- Protection of Pupil Privacy (PPP)
 - State law
- Federal Educational Rights and Privacy Act (FERPA)
 - Federal law protects student privacy by limiting the access and sharing of student's educational records
- Protection of Pupil Rights Amendment (PPRA)
 - Federal law

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Release of Records under FOIA

- State law [Act 442 of 1976](#)
- Often cited as [MCL 15.231 et seq.](#)
- School districts are public bodies subject to FOIA (applies to LEAs/PSAs/ISDs)
- Not required to CREATE new records, merely to share existing records
- Unless record is exempt, if it exists, it must be provided (we'll talk exemptions next)
- Anyone (unless incarcerated) can request a record from a public body, including a minor.

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FOIA Exceptions

- Student records requested under FOIA are exempt if the disclosure would be contrary to any provision of FERPA (FERPA trumps FOIA when student records requested)
- Nearly 30 exempt record types, some common ones:
 - Records subject to attorney-client privilege
 - Pending bids on public contracts
 - Test questions and answer/scoring keys
 - Records relating to a civil action in which the requestor and the public body are parties
 - Law enforcement records

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Release of Records under FOIA

- Request must be in writing and sufficiently describe the record(s) being requested, but does not need to contain any specific language (i.e., doesn't have to say it's a "FOIA")
- Requestor may ask to inspect record or receive a copy
 - May charge a fee for certain tasks, but the fee must be reasonable and any labor costs charged at lowest rate
- Within 5 days, respond in writing by:
 - 1) Providing the record,
 - 2) Requesting more information,
 - 3) Denying the request, or
 - 4) Invoking an extension for up to 10 add'l days

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Getting Help

- FOIA Assistance
 - Michigan Attorney General Website
 - Go to www.michigan.gov/ag, choose "Resources" from top menu, then "Freedom of Information Act"
 - Provides links to statute, FAQs, & [FOIA Handbook](#)

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HIPAA

- HIPAA rules govern control and release of medical records (Protected Health Information = PHI)
- Vast majority of student health information held by a school are considered EDUCATIONAL records, and educational records are exempt from HIPAA
- School District is not considered 'Covered Entity' under HIPAA, or is Covered Entity (employs a healthcare provider and submits claims to health plan for reimbursement), but maintains health information only on students, so HIPAA does not apply
 - Unless school provides healthcare for non-students, HIPAA would not apply

[US DHHS FAQ](#)
[US ED Guidance FERPA/HIPAA](#)

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Protecting Privacy - State Law

Protection of Pupil Privacy (MI Law) [MCL 380.1136](#)

- Some specific examples where state student privacy law is more restrictive:
 - FERPA allows Directory Information disclosure without consent (unless parent/student "opt out" on file), but state law is more restrictive and prohibits any disclosure of student information, including directory information to for-profits business.

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Protecting Privacy – State Law

- FERPA prescribes for opt-out option, but does not require a specific form or timeline, but state law prescribes an opt-out form must be presented to parents/guardians within the first 30 of the school year.
- FERPA allows for a 45-day response period and allows reasonable cost/fee to be charged; however, state law states when requesting your own student's educational records that the response must come within 30 days and no fee may be charged.

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FERPA

- Federal Law 34 CFR Part 99
- <https://studentprivacy.ed.gov/ferpa>
- Parents/guardians have the right to view their minor children's educational records
 - Students assume that right at age 18
- Districts have obligation not to share records with outside parties without parental consent, which some exceptions we'll discuss
- Districts must provide parents notice of their rights under FERPA

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FERPA

What are educational records?

- Every record maintained by a school district that contains Personally Identifiable Information (PII)
 - Exception – personal notes for personal use only
- PII – Any information that discloses an individual's identity
 - Even summary data that can reasonably point to an individual

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FERPA

Parents:

- FERPA defines a parent as a natural parent, a guardian, or an individual acting in the place of a parent or guardian. In the case of divorce or separation of a student's parents, both parents maintain full rights under FERPA unless some legally binding document or court order revokes those rights.
- It is NOT the school's responsibility to hunt down or find those documents - only to act on them after they are presented.

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FERPA

Accessing and viewing records

- District has 45 days after a written request to make records available under FERPA
- District must comply with reasonable requests for explanation of documents
- Copies do not have to be made, so long as parent can inspect/view documents. If circumstances effectively prevent parent from inspecting/reviewing documents, a copy shall be made or other arrangement made. Providing a record in electronic copy is acceptable.
- A reasonable fee for the cost of copying a record may be charged under FERPA, but no fee for searching/retrieving record.

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FERPA

Amending records

- Parent has the right to request that incorrect data be corrected in the record.
- School is obligated to CONSIDER the request.
- If the school decides to not change the data, they must inform the parent of their right to a hearing.
- If a hearing is held with the parent and the decision is made to not change the data, the parent has the right to put a statement into the student's file explaining their position on the contested information.
- School must maintain that statement and produce it whenever it discloses the contested data on the student.

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FERPA

Amending records

- Under FERPA, school are not required to consider requests to change:
 - A grade for a student because they feel the student should have been given a better grade
 - Opinions
 - Disability placement decisions regarding the student
 - Discipline decisions regarding the student

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FERPA

Student rights

- When a student turns 18, their FERPA rights transfer from the parents to the student
 - Also applies when a student enters college at any age (full time enrollment)
- Parents may no longer view student's records, unless:
 - Student is listed as a dependent on parent's current tax records
 - Pursuant to a health/safety emergency
 - Student consents

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FERPA

Sharing protected records

- District may not disclose information without parental consent, unless:
 - Directory Information
 - Exempt recipient

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FERPA

Directory information

- Information that is not harmful, or intrusive to privacy, some examples:
 - Name, address, phone, email
 - Date and place of birth
 - Grade level and enrollment status
 - Participation in officially recognized activities and sports
 - Degrees, honors, and awards received
 - May NEVER include Social security number
- District must determine and provide notice to parents what it designates as directory information
- Must provide "opt-out" of directory information notice

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FERPA

Directory information

- Student numbers
 - Can be considered directory information
 - Can be displayed on student ID
- UNLESS
 - Number is used as a password, without other PIN or counter code, to gain access to student data
 - In that case, it cannot be on the badge, and is not eligible to be considered directory information

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FERPA

Directory information

- May be disclosed without consent if:
 - Annually, notice is given to all parents of what records district deems to be directory
 - Gives parents the option to opt out of disclosure
- If parent opts out, Directory info for that student **MUST NOT BE PROVIDED.**
 - Most SIS have FERPA opt-out check boxes
 - Important that custom reports reference that status

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FERPA

Exempt recipients (those with a legitimate educational purpose for access)

- Records may be shared with exempt recipients such as:
 - Teachers, administrators
 - Attorneys, counselors, nurses
 - IT staff
 - Contractors, consultants, 3rd parties providing services
 - Public health and law enforcement
 - Emergency responders
 - Only for imminent or already existing emergencies. Not as preparation for future hypothetical events

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FERPA

Exempt recipients Continued

- Records may be shared with exempt recipients such as:
 - School a student transfers to
 - Accrediting organizations
 - Local, state, or federal officials with audit or program evaluation needs
 - Entities the student has applied to for admission or for financial aid
 - To comply with a subpoena or court order

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FERPA

Annual Notice

- Must include:
 - Parent's rights to inspect records
 - Right to request record corrections
 - Right to consent to PII disclosure
 - Procedure for inspecting records
 - Procedure to request corrections
 - How to report complaints to US ED
<https://studentprivacy.ed.gov/file-a-complaint>
- Notice is frequently included in student handbook

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Getting Help

- Privacy Technical Assistance Center US ED
[PTAC Training and Technical Assistance](#)
 - FERPA 101 & 102
 - Data Sharing & Data Security Practices
- Protecting Student Privacy US ED
<https://studentprivacy.ed.gov/>

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Protection of Pupil Rights Amendment (PPRA)

PPRA is federal law that restricts collection of student data via surveys in 8 areas (next slide)

1. Consent beforehand
2. Notice of opportunity to Opt-Out at least annually
3. Reasonable opportunity for parents to inspect survey beforehand
4. District required to adopt policies in consultation with parents to protect student privacy

Resource: [PPRA Guidance Document](#)

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8 Areas Protected by PPRA

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 or analogous 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.

File a Complaint: <https://studentprivacy.ed.gov/file-a-complaint>

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Questions?

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