



# Saint Paul Public Schools

## Data Privacy Practices

### Acknowledgement

Saint Paul Public Schools requires that adults who work with our students follow state and federal law and best practices for protecting student data privacy.

Guidelines for Student Data Privacy Practices are detailed on the Saint Paul Public Schools website, [linked here](#).

Individuals seeking credentials that provide access to any Saint Paul Public Schools data sets must acknowledge that they have read the guidelines and agree to follow them. Please fill out the information below and provide the form to the Saint Paul Public Schools contact for your program, either directly or through your program supervisor.

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Program or role in Saint Paul Public Schools: \_\_\_\_\_

Service dates: begin \_\_\_\_\_ end \_\_\_\_\_

Program Supervisor: \_\_\_\_\_

SPPS sponsor of program or contact: \_\_\_\_\_

1. I confirm that I have read the Saint Paul Public Schools Guidelines for Student Data Privacy Practices and agree to follow them.
2. I understand and agree that I am responsible for understanding and complying with the Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act.
3. I understand and agree that, pursuant to FERPA, I may not disclose any personally identifiable information from an education record without the prior consent of the parent or eligible student and that I may only use the information obtained for the purposes for which the disclosure was made.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_