

**VENDOR RESTRICTIONS ON RE-RELEASE OF DIRECTORY TYPE INFORMATION**

**Canyon ISD Information Sheet  
Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (FERPA) of 1974 is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. FERPA requires that an educational agency or institution shall inform a party to whom disclosure is made of the requirements of this section.

**FERPA states that:**

- (1) An education agency or institution may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student.
- (2) The officers, employees, and agents of a party that receives information under paragraph (a)(1) of this section may use the information, but only for the purposes for which the disclosure was made.

If the U.S. Department of Education determines that a third party improperly re-discloses personally identifiable information from education records, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years. Authority: 20U.S.C.1232g(b)(4)(B)

**Canyon ISD requires prepayment of the \$15.00 fee for producing the information requested. Please mail your check to: Communications Department, Canyon ISD, P.O. Box 899, Canyon, TX 79015.**

**Your request will be processed within 10 days of receipt of prepayment.**

Information requested:

\_\_\_\_\_

\_\_\_\_\_

I understand the requirements that FERPA places on school districts to notify vendors of their responsibilities for correct use of the directory-type information and hereby acknowledge that I have been so informed and will comply with these requirements.

Name:		Signature:		Date:	
Organization					
Address:		City:		State/Zip:	
Phone Number:		E-Mail Address:			

**Specific Information in data order requested: (sort order)**

1.		2.		3.		4.	
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*Example:*

1.	<i>Last Name</i>	2.	<i>First Name</i>	3.	<i>Address</i>	4.	<i>Etc.</i>
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**ALL FILES ARE SENT IN EXCEL  
FORMAT**

**File will be emailed to person making request**

\*\*\*\*\*FOR DISTRICT USE ONLY\*\*\*\*\*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Records Management Officer

Information released by Canyon ISD: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature