



### FERPA Highlights

- Parents and students over age 18 have a right to review educational records of their children and may seek to amend the record if they believe the record to be inaccurate.
- Schools must transfer records when students transfer.
- Without consent of the parent or eligible student, education records can be disclosed to school officials designated as having “legitimate educational interest.” (to perform education, to provide services, etc.)
- Under FERPA, disclosure of educational information to an individual or agency outside the school, school district, or state education agency – a third party – is generally NOT allowed without prior consent of a parent. This includes conversations.

Read the full information at [ferpa.coe.arizona.edu](http://ferpa.coe.arizona.edu)

### Mandatory Reporting

Under A.R. S. 13-3620 a school employee may be subject to a class six felony criminal charge for failing to make a mandatory report concerning child abuse, neglect, and “reportable sex offense.” Any district employee who “reasonably believes that a minor is or has been the victim of physical injury, abuse, a reportable offense or neglect that has been inflicted on the minor by other than accidental means...shall immediately report or cause reports to be made of this information to the peace officer or to CPS except when the abuser is known to be someone other than a parent, guardian, or custodian, reports shall be made to law enforcement only...”

The standard for making reports pursuant to A.R.S. 13-3620 is a “reasonable belief.” This means “if there are any facts from which one could reasonably conclude that a child has been abused, the person knowing those facts is required to report those facts.

Reports required of this statute should be made to either the local law enforcement agency (911) or child protective services (1-888-SOS-CHILD). Generally, if the suspected abuse is committed by a family member or legal guardian, the report should be made to child protective services. All other reports should be made to law enforcement.

A child may self-report the information. Read these important notes should a child self-report to you.

- Do not interview the child. Multiple interviews of a child must be avoided. Let law enforcement interview the child.
- Only ask the child the following questions. What happened? Who did it? Where did it happen?
- One sentence of information from a child may be enough to trigger the reporting statute.
- Document child’s exact words on the reporting form.

When should the report be made? The suspected abuse should immediately be reported to appropriate authorities either in person or by telephone. Second, the statute requires that this be followed by a written report within seventy-two hours. (Keep copious notes about your reporting!)

Be sure to read the full information on the State of Arizona Reporting Procedures at <https://azsbe.az.gov/resources/child-abuse-reporting-procedures>

(Click State of Arizona Child Abuse Reporting Procedures tan tab in body of page.)

SOURCES: [ferpa.coe.arizona.edu](http://ferpa.coe.arizona.edu)

[Azsbe.az.gov/resources/child-abuse-reporting-procedure](https://azsbe.az.gov/resources/child-abuse-reporting-procedure)



**FERPA - What does this mean for you as a student at the University of Arizona?**

**This is a federal law which is a large and important responsibility.**

1. You may not discuss the educational records, standing, status, or even darling anecdote of a student or students with whom you work with anyone **if you use a name or any other identifying information** that could link the information with that particular student. To be safe, keep all information confidential. This includes not sharing information with roommates, family members, etc.  
e.g. Okay to share – I once worked with a student who had dyslexia.  
Not okay – One of my students sees a speech therapist for dysfluency.  
(Note: It may be easy to identify which student of yours has a language issue or regularly leaves the room with the speech pathologist. The person with whom you speak may speak to someone who knows that child in your class, thus violating the child’s educational privacy rights.)
2. You can share educational records of your students with other educators at the site on an as needed basis when there is a legitimate purpose. (E.g. The counselor may need to know how a particular child is progressing academically or socially.)

**Mandatory Reporting – What does this mean for as a student at the University of Arizona?**

**This is scary responsibility because you have the power to save students from harm. Note that failure to follow this law could affect your teacher certification status.**

1. If you have “reasonable belief” a student, who is a minor, has been a victim of physical injury or abuse or neglect it is YOUR responsibility to report that suspicion to law enforcement. Know that the standard of “reasonable belief” is lower than the standard for “beyond a reasonable doubt” required in trials. If you simply tell your mentor teacher or the administrator, your responsibility IS NOT relinquished. If it is your suspicion, it is your responsibility to call 911 or Child Protective Services at 1-888-SOS-CHILD. It is, however, a good idea to let your mentor teacher and school administrator know you made this call.
2. Don’t interview the student with probing questions that could interfere with the investigation. One sentence from a child may be enough to establish a reasonable belief.  
You are not a trained investigator. See questions below that you are allowed to ask. Do not ask third parties any questions. Do not speak with the accused. Only ask the questions if the student doesn’t spontaneously volunteer the information. Resist the urge to ask more questions.  
Q1 What happened to you?  
Q2 Who did this?  
Q3 Where did it happen?