

Instructions for Completing the FERPA Module

UA students are required to complete the online FERPA training module before they begin any field experiences. Since you will be handling and around student data, you must understand the FERPA (*Family Educational Records and Privacy Act*) laws that you must follow.

Directions:

1. Go to: <https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies>.
2. Create a profile as a new user. Complete the *FERPA 101 for Local Education Agencies* training (press the forward arrow to move through the pages).
3. The screen at the end shows a Certificate of Completion.
4. Print the screen as a PDF or take a screenshot of the Certificate.

What to Submit to D2L Brightspace:

- ☐ Save a screenshot of the certificate, Label the file: "Lastname_FERPA.pdf" and submit it as a PDF to the D2L Dropbox as evidence that you have met the FERPA training requirement.