

## FERPA

### Script for discussions with parents regarding judicial matters:

We believe that it would be in the best interest of [your student] and Michigan Tech if we could discuss [your student's] situation with you, but we cannot.

We are prohibited from doing so by FERPA, a federal law. Generally, this law prevents us from sharing education records with you. We can, however, share information with you in three situations.

1) We can share information with you if we have a written waiver from [your student]. If you like, we can draft a suitable waiver for you to present to [him/her] to sign and return to us.

2) We can share information with you if we believe that there is a "health or safety emergency" that will be prevented by the disclosure. We do not now believe that there is a "health or safety emergency". [If there is, you can discuss the emergency eg suicide attempt.]

3) Finally, we can share information with you if you have declared [your student] as a dependant on your 2004 tax returns [most recent year]. If you have declared [your student] as a dependent, we can discuss [his/her] situation with you candidly once you fax a copy of your 2004 to us for our confidential records.

If you cannot obtain a waiver and have not declared [your student] as your dependent, then we regretfully cannot discuss [his/her] case with you.

[Note – you may be able to discuss situation in hypothetical form, e.g., "typically in a student case involving alcohol the sanctions are etc....."]