

# **FERPA**

MHS is compliant and adheres to the regulations set forth by the Family Educational Rights and Privacy Act (FERPA). FERPA is a United States Federal law establish to protect the privacy of student records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have been transferred are "eligible students." In general, FERPA contains two main components, the guarantee of a parent's access to his or her child's education records (or an eligible student's access to his or her own records), and the prohibition on providing protecting student education records to unauthorized individuals. MHS is committed to protecting these principles and ensuring the privacy of these records in accordance with the Act.

“Education records” are those records that contain information directly related to a student and are maintained by an educational agency or institution or by a person acting for such agency or institution. MHS recognized results, reports and subsequent analysis or interpretation are included within these educational records. Personally identifiable information in an education record includes but is not limited to the student's name, name of family members, address, social security number, or student number. Testing materials maintained by an educational agency or institution, or person acting for the agency or institution constitute education records and most likely contain some personally identifiable information, such as a student's name or answers. MHS is responsible and accountable only for those records within its control which contain personally identifiable information.

Under FERPA, parents or eligible students have the right to inspect and review the student's education records maintained by the school so long as it is limited to their own child.

MHS encourages schools to engage psychologists to review test results with parents and eligible students, including, if the psychologist deems appropriate, review of responses to individual items. This may involve showing a test protocol or answers contained in test booklets to parents and eligible students in order to facilitate discussion. However, MHS strongly opposes the release of copies of test protocols as these are extremely valuable and are used worldwide. Compromising their security could threaten the validity of the tests and, therefore, their value as a measurement tool.

Please contact the Privacy Officer for any questions regarding FERPA.

**MHS Privacy Officer**

**Email:** [privacyofficer@mhs.com](mailto:privacyofficer@mhs.com)