



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF PLANNING, EVALUATION AND POLICY DEVELOPMENT

September 10, 2020

Burbank Unified
1900 W. Olive Ave.
Burbank, CA 91506

Dear Dr. Hill,

The U.S. Department of Education (Department) is invested in strengthening the quality, accessibility, and use of education data through better management, increased privacy protections, and improved transparency. Accordingly, one of the Department's strategic goals for 2018-22 involves improving education data privacy protection and transparency, both at the Department and in the education community. In order to measure progress toward that goal, the Student Privacy Policy Office (SPPO), through its Privacy Technical Assistance Center (PTAC), is reviewing student privacy-related content on local educational agencies (LEAs) or school district websites. We intend to use these reviews to better understand practices across the country and provide technical assistance regarding transparency.

SPPO is reviewing a representative sample of LEAs over a four-year period from 2018 to 2022. Your LEA is part of the statistical sample for the 2018-19 review period. We used a structured set of questions to review the publicly accessible portion of your LEA website. Attached you will find a report that includes these questions and the findings from the review as well as references to the applicable best practices for transparency issued by SPPO. While the Department strongly recommends increasing LEA transparency by posting student privacy-related information on LEA and district websites so it is easily available for parents and the community, please note that there is currently no requirement to do so. However, FERPA does require that you provide annual notice to parents and eligible students of their rights under FERPA "by any means that are reasonably likely to inform the parents or eligible students of their rights." *See* 34 CFR § 99.7. Many LEAs use their website as one way to provide this notice, as well as to provide the LEA's directory information policy under FERPA. For additional information, see SPPO's model notification here: <https://studentprivacy.ed.gov/resources/ferpa-model-notification-rights-elementary-secondary-schools>.

SPPO will use aggregated data from the reviews to direct strategies and resources for technical assistance to LEAs on student privacy. We are providing the individual results from the review of your website so that you may use these findings to inform your communication efforts with parents and your community. The attached findings and recommendations are suggestions for better transparency practices and should not be interpreted as required actions.

Additional information on the Department's strategic plan is available at <https://www2.ed.gov>. Resources on data transparency, student privacy, and communicating with parents and the community are available at <https://studentprivacy.ed.gov>.

If you have any questions or would like additional information on the methodology for the review, please feel free to contact the Privacy Technical Assistance Center at PrivacyTA@ed.gov or (855) 249-3072.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Herms". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Kevin Herms
Director
Student Privacy Policy Office