



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

September 23, 2019

Cleveland Preparatory Academy  
4850 Pearl Rd  
Cleveland, OH 44109

Dear Colleague,

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 transparency. As such, 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. The intent of these reviews is to provide technical assistance regarding transparency best practices.

A representative sample of LEAs will be reviewed over a four-year period from 2018 to 2022. Your LEA is part of the statistical sample for the 2018-19 review. A structured inventory of questions was used 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 published by SPPO. While the Department recommends increasing LEA transparency by posting student privacy related information on LEA and district websites so it easily available for parents and the community, please note that the Family Educational Rights and Privacy Act (FERPA) does not require you to do so. Rather, FERPA only requires that you to annually provide notice to parents of students 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 inform parents of their rights under FERPA, as well as the LEA's directory information policy under FERPA. *See* our 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](mailto:PrivacyTA@ed.gov) or (855) 249-3072.

Sincerely,

A handwritten signature in blue ink, appearing to read "Frank E. Miller Jr.", written in a cursive style.

Frank E. Miller Jr.  
Acting Director  
Student Privacy Policy Office