U.S. Department of Education
FERPA
Awareness Training

Please use the following as a guide for completing the mandatory Data Security Training for all HPCSD employees.

1. Go to http://ptac.ed.gov/

2. Scroll down to the Training Videos.

3. Select FERPA 101 for Local Education Agencies.

4. Register as a new user by completing the requested information. (Please select Local/District Education Agency as your Organization Affiliation.)

5. Select FERPA 101 (last option) from the available training options.

The following courses have been assigned to you:

Program	Date Assigned	Available Languages	
FERPA 201: Data Sharing (ADA Accessible)	Elective		Start
FERPA for Colleges and Universities (ADA Accessible)	Elective		Start
FERPA 101 (ADA Accessible)	Elective		Start
FERPA 201: Data Sharing	Elective		Start
FERPA for Colleges and Universities	Elective		Start
FERPA 101	Elective		Start

6. Complete the training.

7. Upon completion, please print your certification of completion and turn it in to Margaret McNamara or your building administrator.

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