



## Request for Additional Permissions in INow for Staff

### FERPA Guidelines:

The information below and on the attached page is considered part of a student's education record and should, therefore, be confidential. In accordance with Mountain Brook Schools Data Governance Policy for disclosing records, school officials and other staff, including teachers, who have a legitimate educational interest, may have limited access to specific student records on a need to know basis.

**Authorization:** *Access will be granted on a "need to know" basis and shall be authorized by the superintendent, principal, immediate supervisor, or Data Governance Committee with the assistance of the Technology Director and/or Information Security Officer (ISO.) Specifically, on a case-by-case basis, permissions may be added to those already held by individual users in the student management system, again on a need-to-know basis and only in order to fulfill specific job responsibilities.*

### Procedure:

On a case by case basis, administrators may deem it necessary to allow a specific staff member access to student educational records not normally available to them. The principal shall make the request using the Request for Permissions form attached. If the request is approved, the Student Data Confidentiality Agreement should be signed for each request as required on the form. If permissions are requested for ALL teachers, the principal may use the term ALL Teachers in lieu of an individual form for each.

\*See Request for Permissions form.

\*See Student Data Confidentiality Agreement

### Information Considered Part of Education Record:

- Date and place of birth
- Parent(s) and/or guardian (student) addresses and Home Phone Number
- Parents emergency contact information
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school
- Special education records
- Disciplinary records
- Medical and health records that the school creates or collects and maintains
- Documentation of attendance, (last) school attended, courses taken, awards conferred, and degrees earned
- Student's identification code
- Social security number
- Picture
- Other information that would make it easy to identify or locate a student

**Email addresses included in MB FERPA information: [MB Directory Information](#)**

## Request for Permissions

Request Date: \_\_\_\_\_ If applicable, date permissions should be disabled: \_\_\_\_\_

Staff for Which Additional Permissions/Access is Requested: \_\_\_\_\_

Role/Job Responsibilities: \_\_\_\_\_

Purpose for Request: \_\_\_\_\_

1. Each school principal has an **INow Lookup** login, at his or her disposal that can be shared with staff at his or her discretion. This additional INow Login provides access to ALL students' contact information and schedules. Records of staff that have this login and password are kept at the local school by the principal. It is the responsibility of the local school to change the password at least once per year.
2. Each school principal has an additional **INow Grades** Login and Password at his or her disposal that can be sparingly shared with staff that need access to all students and all grades—not only the grades for his/her students. Records of staff that have this login and password are kept at the local school by the principal. It is the responsibility of the local school to change the password at least once per year.
3. The **INow Grades Login should not be used for teachers such as Academic Support** who need grades for all subjects for the students they serve. This form should be completed for those teachers so that Comprehensive Reports permissions can be assigned to those teachers so that they only have the grades for the students they serve.

**Check the additional permissions that you are requesting to be assigned to the staff member listed above:**

- Date and place of birth: **MB Directory Information**
- Parent(s) and/or guardian (student) addresses and Home Phone Number: **MB Directory Information**
- Parents emergency contact information: **Not MB Directory Information**
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school: **Not MB Directory Information**
- Special education records: **Not MB Directory Information**
- Disciplinary records: **Not MB Directory Information**
- Medical and health records that the school creates or collects and maintains: **Not MB Directory Information**
- Documentation of attendance, (last) school attended, courses taken, awards conferred, and degrees earned: **MB Directory Information**
- Student's identification code: **MB Directory Information**
- Social security number: **Never considered Directory Information**
- Picture: **MB Directory Information**
- Other information that would make it easy to identify or locate a student. **Not MB Directory Information**
- Email addresses included in MB FERPA information: **MB Directory Information**
- Other  
(Specify) \_\_\_\_\_

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Administrator's Signature: \_\_\_\_\_  
(Type Name)

**Data Governance Committee Recommendation:**

Date:

\_\_\_\_ Approve      \_\_\_\_ Denied      \_\_\_\_\_ More Information Needed (See attached)

\_\_\_\_ Lusk      \_\_\_\_ Beckham      \_\_\_\_ Wisely      \_\_\_\_ Williamson      \_\_\_\_ Barlow

Solution: \_\_\_\_\_