

## FERPA Guidelines For Information Sharing

### Permission for Distribution of:

E-mail address, calendar, contact information to other students in CLASS PDS cohorts and related school faculty for instructional purposes.

The Federal (FERPA) Privacy Act dictates that institutions may not share personal information such as contact information, e-mail addresses, or course calendars in any format with anyone other than course instructors and university administrators. In the Teacher Education programs at USM CEHD, including the CLASS PDS Program, we believe that sharing contact information, e-mail addresses, and course calendars is important to supporting and building the cohort that facilitates collaboration and learning. Please complete the following permission form by providing your signature at the bottom if you agree to the following:

I agree to allow my e-mail address to be shared on list serves and in printed copy with other students in teacher education and related faculty in our schools.

I agree to allow my phone number and addresses to be shared electronically and in printed copy with other students in teacher education and related faculty in our schools to facilitate cohort networking.

I agree to allow the course calendar of classes I will be attending to be shared in print form and electronically with other students in teacher education and related faculty in our schools to facilitate course scheduling and daily planning.

I agree to allow my academic transcripts and letters of recommendation that were part of my application file to be shared with potential mentor teachers.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

OR

If you do not wish to share you information please indicate so by signing here.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_