**FERPA EXCEPTION AGREEMENT for HUMAN SUBJECTS RESEARCH**

**Instructions:**  This form is used for research involving the use of student records for the following FERPA exception which requires a written agreement.   This form and the [CITI Program](https://about.citiprogram.org/en/homepage/): FERPA Training for Researchers must be completed for each researcher on the study who will have access to personally identifiable information in the student record. Please return the form to [IRB@uwosh.edu](mailto:IRB@uwosh.edu) and the IRB Office will route it to the Registrar for approval.

FERPA Exception: Research Conducted for or on Behalf of Educational Institutions Agreement (34 CFR § 99.31 (a)(6))

The release of the student records falls under the following category:

Develop, validate, or administer predictive tests

Administer student aid programs

Improve instruction

* 1. Specify the purpose, scope, and duration of the study and the information to be disclosed:

* 1. Personally identifiable information from education records will only be used to meet the purpose of the study as stated in this agreement.  **I agree**
  2. Specify the plan to destroy the personally identifiable information in the research records and protections in place to protect the disclosure of the records:

* 1. The study will be conducted in a manner that will not permit personal identification of parents or students by anyone other than representatives of the organization with legitimate interests (i.e. members of the research team).   **I agree**
  2. Personally identifiable information will be destroyed when the information is no longer needed for the purpose in which the study was conducted.  **I agree**
  3. Personally identifiable information will be destroyed by the following date:
  4. I have completed the CITI Program: FERPA Training for Researchers.   **I agree**

**Signatures:**

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Principal Investigator Date

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Authorized Signature at UWO (Registrar/Designee) Date