**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 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