

EarlyEdU Coaching Companion Features to assist in FERPA Compliance

The EarlyEdU Coaching Companion™ has many features to enable your Institution to be fully compliant with the Family Educational Rights and Privacy Act (FERPA). The following chart highlights how you can use Coaching Companion features to comply with your responsibilities under FERPA. The chart below may not include all FERPA requirements, and ultimately it is each Institution’s responsibility to manage its compliance with FERPA.

[Learn more about FERPA](#) on the US Department of Education website.

FERPA Responsibility	Coaching Companion Feature
Display annual notification of Student’s rights under FERPA	<p>The Coaching Companion has a notification feature that can display scheduled and on-demand notifications across the site. Notifications can be targeted by role, so content can be tailored for different audiences. Notifications can contain hyperlinks to allow you to refer to your Institution’s detailed FERPA policy.</p> <p>Contact the Coaching Companion staff to enable a notification.</p>
Ensure that users have been notified of their rights	<p>Notifications can be configured to require user action to close, with a customizable message of consent that the user has seen the notice.</p> <p>Contact the Coaching Companion staff to enable a notification.</p>
Allow students to opt out of directory information disclosure	<p>A data sharing notification can be configured to allow students to opt out of having their directory information disclosed.</p> <p>Contact the Coaching Companion staff to enable a notification.</p>
Allow students to inspect their academic records	<p>The Coaching Companion staff can provide access to view student records when requested by the proper authority at your Institution.</p>
Respond to request to amend student records	<p>While determining whether to amend a student record is the responsibility of the Institution, Coaching Companion staff can modify specified student records in the system when requested by the proper authority at your Institution.</p>
Data retention	<p>The Coaching Companion staff manages the process for data retention and destruction as per the retention schedule described on the University of Washington Records Management site. If your Institutional Policy differs significantly from the UW Policy, it is your responsibility to provide your retention requirements to the Coaching Companion staff. The Coaching Companion staff will make every effort to honor your request to retain data on a different schedule. Any additional data storage costs that result from a departure from the UW data retention schedule will be the Institution’s responsibility.</p>
Privacy & Security	<p>The Coaching Companion platform has numerous physical and logical controls in place to secure student data, and to the extent that it acts as a “school official” for your Institution, will comply with the applicable requirements of FERPA as allowed by law.</p>