



## SECURE REPORT USE POLICIES

*Last Updated 6/22/2021*

All secure (i.e., login required) reports provided on [MI School Data](#) are considered “restricted use.” Data in these reports are supplied on the condition that only authorized representatives can view and use the data, and only for auditing or evaluating a federal or state-supported education program in accordance with the Family Educational Rights and Privacy Act. Under FERPA, the State of Michigan is allowed to share these data, without prior consent, only with authorized representatives for program evaluation purposes. Data provided in a secure report are collected without an opt-out provision, thereby limiting the purposes for which it can be used and thus classified as “restricted.”

In addition, Section 9 of the Richard B. Russell National School Lunch Act establishes requirements and limitations regarding the release of information about children certified for free and reduced-price meals provided under the National School Lunch Program. A child’s eligibility status may only be disclosed to persons directly connected with, and who have a need to know, a child’s free and reduced-price meal eligibility status in order to administer and enforce Title I requirements.

Click the following links to access copies of:

- [Family Educational Rights and Privacy Act](#)
- [Privacy Act of 1974](#)
- [National School Lunch Program](#)

### **These data must be:**

- Kept secure at all times.
- Stored and transmitted with 128-bit or greater encryption.
- Stored where only the authorized representative(s) may access the data, and protected from unauthorized access or disclosure.
- Carefully tracked, including the locations of all copies of the data.
- Used in a way that respects privacy, anonymity and confidentiality of all concerned parties.
- Clearly marked “confidential—internal use only” for any documents containing identifying information.
- Used only in products (reports, summaries, presentations, proposals) that comply with FERPA and all applicable state and federal statutes and regulations.
- Used only by authorized representatives who have completed formal FERPA training, where applicable, either through the U.S. Department of Education or another qualified organization.
- Destroyed when no longer needed for the purposes of auditing or evaluating a federal or state-supported education program.

### **These data cannot be:**

- Used for research studies.
- Used commercially for things such as, but not limited to: (1) marketing; (2) outreach; (3) surveys or (4) anything other than education program evaluation.
- Sold or rented.