

Using a Student's Name in Emails

Is it acceptable to send/request/gather information electronically to/from ECASD staff regarding a student? Is it acceptable to use a student's name in an email?

Per legal interpretation and consultation (Weld, Riley, Prenn & Ricci, S.C.), the answer is YES as it falls under the "legitimate educational interest" of the student. Annual notification to parents/families/adult students is placed in Dr. Hardebeck's Parent/Student Handbook each year.

When in question, ask yourself, "*Does this person/do these people have a legitimate educational interest in the information?*"

Examples *not allowed* as all staff/teachers do not have a "legitimate educational interest" for/of the student:

- Email to all staff/teachers listing students that have IEPs in the school.
- Email to all staff/teachers listing all the students on an IEP manager's caseload.
- Email to all staff/teachers indicating a student is undergoing an evaluation - to solicit input.
- Email to the math department to gather data on one's caseload.

Allowable examples:

- Emailing an IEP or any educational plan to the teachers/staff of a specific student.
- Emailing an intervention plan to a student's teacher(s)/staff.
- Gathering data for IEP goals from a student's teacher(s)/staff.
- Emailing specific staff to set up a meeting concerning one of their students.
- Emailing Student Transit regarding a student (falls under an agency we contract with).
- Emailing Food and Nutrition staff regarding diet modifications for a student.
- Notifying (email) a student's teachers/staff of a significant event in their life which may impact their ability to learn.