



MEMORANDUM

TO: Board of Education Chairpersons
Superintendents of Schools

FROM Patrice McCarthy
CABE Executive Director

Fran Rabinowitz
CAPSS Executive Director

RE: Youth Services Bureaus and Release of Student Information

In the last legislative session, the General Assembly passed Public Act 24-45, and Section 23 of that Act provides that boards of education must enter into memoranda of agreement with youth services bureaus upon their request to establish procedures for the release of student information to the youth services bureaus as they work with students and their families. Section 23 provides in relevant part:

(b) A local or regional board of education shall, upon request of the youth service bureau that provides services for such board, enter into a memorandum of understanding with such youth service bureau regarding the circumstances under which educational records of students may be shared between the board and the youth service bureau in the provision of services for which such youth service bureau is providing for such board.

(c) Any memorandum of understanding entered into under this section shall require that the local or regional board of education shall provide, and such youth service bureau shall receive and maintain, any educational records of students in a manner that is in accordance with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended from time to time, and 34 CFR 99.1 et seq., as amended from time to time.

A team representing CABE and CAPSS met with representatives of the Connecticut Youth Services Association (CYSA) in a meeting facilitated by Representative Jeff Currey, and in consultation with the CYSA, the CABE/CAPSS team has developed the attached template for boards of education to use if and when a local youth services bureau requests an MOA in accordance with the new law.

Through this memorandum, a designated person from the youth services bureau would work on behalf the school district on specific tasks, and, as such, would be a “school” official entitled in accordance with FERPA to receive to personally-identifiable student information to do such work. However, as with any other “school official,” the person from the youth services bureau may only have access to information for which that person has a “legitimate educational interest,” *i.e.*, a need to have the information to do the designated work on behalf of the school district.

Each school district has the right to develop a unique MOA. However, we believe that a standardized approach to this new legislative mandate is helpful, and by providing this template we hope to relieve individual school districts of the burden of working out the terms of a memorandum of agreement as required by this new law.