



Disclosure of Student Information to County Health Officials Regarding Communicable Diseases

Purpose

During times of a potential or confirmed spread of a communicable disease, schools may receive requests from health officials from the county health department for student personally identifiable information (PII) from an education record. Broward County Public Schools (BCPS) will collaborate with the **Florida Department of Health (FDOH)** in Broward County to ensure the safety of all of our students. The School District is also required by law to respect each student's privacy rights and to disclose student information only in compliance with state and federal laws. This fact sheet covers the District's procedures for disclosing student information to county health officials.

STEPS DURING A COMMUNICABLE DISEASE OUTBREAK:

1. Parent/guardian contacts their child (children's) school(s) reporting their child's communicable disease status.
 - a. School contacts Coordinated Student Health Services.
 - b. Coordinated Student Health Services contacts FDOH.

OR

2. FDOH contacts Coordinated Student Health Services (754-321-1575) and informs of school(s) involved, the name of the communicable disease, and specific student(s) personally identifiable information (PII) they will need for contact tracing.
3. Coordinated Student Health Services contacts the school(s) regarding the PII needed for disclosure to FDOH:
 - a. Written consent via the Student Emergency Contact Card (SECC) is required to make the disclosure. If the parent or student age 18 or over has signed the Release of Medical Information section, the school may disclose the types of information listed:

"I hereby authorize for my child's medical information, parental contact information, and other health information (collected from health services provided at school, including information stored electronically) to be shared with health department officials to address conditions of public health importance, including information to meet and to prepare for potential or confirmed health conditions."



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OR

- b. The Director of Coordinated Student Health Services determines there is a “health and safety emergency.” (FERPA, 34 CFR 99.36)
 - i. The Director determines there is a rational basis for proclaiming a health and safety emergency, based on the articulable threat and totality of circumstances.
 - ii. The Director will inform Administration of the determination.
 - iii. The school(s) discloses the requested student PII to FDOH. (Only student PII needed to address the emergency may be disclosed.)
 - iv. School notates the information disclosed to FDOH on the [FERPA Disclosure Log](#) (for each student), or places a form letter (with date of request, date of disclosure, type of information requested, purpose of disclosure, and person making the disclosure) in each student’s cumulative folder.
 - v. The Director maintains record of location(s) impacted and rational basis for the determination of a health and safety emergency.

References

Family Educational Rights and Privacy Act (FERPA) (42 USC 1232g, FERPA, 34 C.F.R 99.30)

FERPA 34 CFR 99.31(a)(10) and 99.36

Florida Statutes 1002.22, 1002.221, and 1002.222