

FERPA/HIPAA Release for Students & Instructors AY2025-2026

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Generally, schools must have written permission from the student to release any information from a student's education record. Through the TCPS Student Onboarding program, key information will be available to faculty and facility leadership as it relates to my clinical learning experiences with partner facilities within the TCPS system.

Healthcare regulatory agencies require all facilities to document that students have completed a general and facility-specific orientation and that they meet a variety of health requirements and personal background information to ensure the safety of patients and of the student while within the facility. These requirements must also be met by all employees in each facility. The required health-related information is protected under the Health Insurance Portability & Accountability Act (HIPAA).



If my school is using the TCPS PlacementPro Student Information tool to document the completion of the facility's requirements for students and instructors, I understand that the **administration/expiration/completion dates** of my required health information and requirements will be posted for my assigned facility(ies) to review as needed. If a facility requires additional documentation to be uploaded, such as a Driver's License or COVID card, etc., these will be posted in my digital file within TCPS PlacementPro for my assigned facility(ies) to review as needed. To comply with the statute of limitations in Tennessee, all data is held for a period of 19 years to ensure that the statute is met for any newborn infants that may have been in your care.

Results from criminal background flags and/or drug screen results that are not within acceptable guidelines by my assigned facility will be addressed **by my school leadership** using school protocols. Once a decision has been made by my assigned facility related to the background or drug screen; only the placement approval or rejection will be posted in TCPS PlacementPro.

PlacementPro data is stored on a HIPAA-compliant server and protected by a 2-factor login for specific school and clinical PlacementPro users. Facility users **ONLY** have access to student/instructor data during the timeframe of the clinical placement. Should the clinical user have a "need to know" situation after the student/instructor is no longer assigned to the facility, temporary access can be granted to retrieve the needed data during a short period of time.



I understand that my name, quiz username, studentID (employeeID for faculty), school & program of study, email address, and quiz completion(s) will be viewable by my faculty and facility leadership as it relates to my clinical rotations at a partner facility within the TCPS partnership. My quiz/attestation completion scores will not be shared with any facility where I am assigned a clinical placement. A completion report listing my name, username, school, email address, and quiz completions will be available for all TCPS partners (clinical and faculty) to validate the completion of the orientation and monitor for student's and instructor's selection of the correct school and program of study in the quiz management system.