



TRAINING OUTLINE

COURSE TITLE: _____ **DATE:** _____ **INSTRUCTOR:** _____

LOCATION: _____ **TIME:** _____ **COMPANY:** _____

Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.

SUMMARY OF TRAINING

1) Introduction

- a) Welcome
- b) Standards

2) Purpose & Scope

- a) Privacy of Children
 - i. Education Records
 - ii. Personally Identifiable Information
- b) Affected Institutions
 - i. Required Information

3) Institutional Access

- a) Persons & Agencies
 - i. Eligible Persons
 - ii. Parents
 - iii. School Officials
 - iv. Other Schools
 - v. Government Officials
 - vi. Authorization Agreement
 - vii. Other Organizations
- b) Special Situations
 - i. Without PII
 - ii. Directory Information
 - iii. Financial Aid
 - iv. Judicial Order
 - v. Health Emergency
 - vi. Violent Crime
- c) Consent Required

4) Personal Access

- a) Eligible Persons
 - i. Parents
 - ii. Students



TRAINING OUTLINE

- iii. Annual Notifications
- b) Requests for Access
 - i. Limiting Access
 - ii. Waiving Access
- c) Amendment
 - i. Amendment Hearing
- 5) Consequences**
 - i. Notice
 - ii. Mediation
 - iii. Notice of Findings
 - iv. Steps to Comply
- b) Enforcement
 - i. Withholding
 - ii. Cease & Desist
 - iii. Terminating Eligibility
 - iv. Denying Access
- 6) Conclusion**



TRAINING OUTLINE

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