



REDACTED

**Re: [External]**

1 message

REDACTED

Sat, Feb 8, 2020 at 8:25 AM

To: "Abrahamson, Michelle" <mlabrahamson@fcps.edu>  
Cc: "Lowder, Kaaren P" <KPLowder@fcps.edu>

Thanks, Michelle.

I will definitely forward all other questions to Kaaren.

Have a nice weekend.

Best,

Callie

Sent from my iPhone

On Feb 8, 2020, at 7:50 AM, Abrahamson, Michelle <mlabrahamson@fcps.edu> wrote:

Good morning Callie,

At the FERPA training, we were recommended to phrase our contact similar to "Hi \_\_\_\_, I'd like to speak with you about a student. Let me know when you have a moment. Thanks!"

In this model, the student would remain completely anonymous in an email, and we would speak on the phone or in person to discuss actual details to try to honor FERPA as best as possible.

For more information on the training and guidelines, I would recommend asking Ms.Lowder or our other school leaders since I was just an attendee. I have CCed her here so you can reply with any other questions you might have.

I hope you have a great weekend!

Sincerely,  
Michelle

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**From:** Callie Oettinger <REDACTED>  
**Sent:** Friday, February 7, 2020 10:58:59 PM  
**To:** Abrahamson, Michelle <mlabrahamson@fcps.edu>  
**Subject:** Re: [External]

Thanks, Michelle.

I'll contact her.

One last question: Out of curiosity, how did they advise to identify students if they aren't addressed by name? I would think that could lead to confusion. I'm wondering if I should be doing anything different myself while communicating with the school.

Thanks for answering my questions.

Best,

Callie

Sent from my iPhone

On Feb 7, 2020, at 8:10 PM, Abrahamson, Michelle <mlabrahamson@fcps.edu> wrote:

Hi Callie,

Yes, the FERPA training was school-wide. This was a few months ago, but I believe the training was led by several staff, including Assistant Principal Kaaren Lowder.

If you would like more details on the training, Ms. Lowder would be a great resource to connect with.

Sincerely,  
Michelle

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**From:** Callie Oettinger [REDACTED]  
**Sent:** Friday, February 7, 2020 7:55:33 PM  
**To:** Abrahamson, Michelle <mlabrahamson@fcps.edu>  
**Subject:** Re: [External]

Michelle,

Thanks for your email.

[REDACTED]'s confidentiality was breached a number of times so it is good to know that more training is being provided. Was it schoolwide? Who provided the training if you don't mind me asking. I'd like to thank FCPS for providing more training after my many requests for more training.

Best,

Callie

Sent from my iPhone

On Feb 7, 2020, at 7:38 PM, Abrahamson, Michelle <mlabrahamson@fcps.edu> wrote:

Hi Callie,

The Advisory system has changed significantly this year, and we are all adjusting to the new requirements, so thank you for your kindness and understanding!

Throughout the year, I receive numerous school-wide emails from the principals, but I rarely ever have any direct email conversations with

any administrator (most of my engagement is one-on-one with students, parents, and sometimes counselors).

Principal Morris had emailed me provide insight from their conversation in the hallway. He wanted to encourage more attention to passes for the future. I replied an hour or so later to affirm my commitment to correct pass usage. Since we never otherwise message, Principal Morris knew who I was referring to without using a name.

I intentionally did not use a specific name in the email because I am trying to follow the guidelines from the FERPA training that the faculty received at the beginning of the year. This training advised teachers to avoid using student names in emails in general. Also, if it is necessary to use a name, teachers should only cite necessary information and always maintain a professional demeanor.

This FERPA guideline helps to protect both the students and the faculty. For example, if a student walked up to my desk while I was writing the reply, they would not be able to see which student I was writing about [avoiding potential rumors or bullying].

Please let me know if you think of any other questions. I hope you have a great weekend!

Sincerely,  
Michelle

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**From:** Callie Oettinger [REDACTED]  
**Sent:** Friday, February 7, 2020 6:19 PM  
**To:** Abrahamson, Michelle <mlabrahamson@fcps.edu>  
**Subject:** Re: [External]

Michelle,

Per "our student", I'm referring to your email with Gary. How did you know he was referring to [REDACTED]?

Thanks,

Callie

Sent from my iPhone

> On Feb 7, 2020, at 3:48 PM, [REDACTED] wrote:  
>  
> Michelle,  
>  
> I just included you on another email about this, but wanted to reach out to you one-on-one, too.