



Family Education Rights and Privacy Act (FERPA) / Protection of Pupil Rights Amendment (PPRA) Assurances Announcement

What is the FERPA/PPRA Assurance?

Based on a letter dated March 28, 2025, from United States Department of Education’s Student Privacy Policy Office (SPPO), the Arizona Department of Education (ADE) is required to collect assurances from all federal grant subrecipients of their compliance with the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). In addition, the Arizona Department of Education has been tasked with collecting documentation of our federal grant subrecipient’s adherence via their FERPA/PPRA policies & procedures. This information will be collected via your Grants Management Enterprise (GME) LEA Document Library. The assurance and all supporting policy & procedure documentation MUST be submitted by April 30, 2025. Organizations that do not meet this requirement may be placed on hold.

Accessing the FERPA/PPRA Assurance Template & Submission of Policies & Procedures

1. Login to Grants Management Enterprise (GME)
2. Access the LEA Document Library using the main GME me

GME Home
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- Chose **2025** from the ROOT FOLDERS menu and click “Search Folders”
LEA Document Library

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- Expand the Folders as shown in the screenshot below to access the “FERPA/PPRA Assurances” Folder.

- To access the Assurance Document, click “Edit Documents” link.
- Select the Document Template link to download the form **(1)**. Print it, complete the information, have it signed appropriately, and use the “Upload Document” link to submit it to ADE **(2)**.

Document Information	
Document Name	FERPA/PPRA Assurance
Folder Hierarchy	2025 FERPA/PPRA Assurances, Policies & Procedures
Upload Begin Date	4/2/2025
Upload End Date	
Minimum Required Count	0
Maximum Allowed Count	
Document Template	FERPA/PPRA Assurance (1)

[Upload Document](#) **(2)**

Documents/Links

- Select “Upload Document” again to provide evidence of your FERPA/PPRA policies.
- All documents **MUST** be submitted by April 30, 2025. Organizations that fail to complete this may be placed on hold.