

The School Leader action plan is for **Catholic School leaders and educators who want to a proven and simple 3-step process for connecting students to the Catholic faith in college!**

1. **How To Collect Names:** The information you'll need from your students includes the Student's first and last name, Email, College, City, and State of the college. Then send your spreadsheet to me at ccampton@newmanministry.com.

If you scan the QR code at the bottom of this page, scroll to find the link titled "School Leader Process Doc". There you will find this process and an example of a spreadsheet you can copy.

2. **Issues with Collecting Contact Information:** We hear it often, "This sounds great, but I can't share students' information without a signed form according to FERPA."

To help you, here's what you need to know about FERPA:

1. The type of information we share is categorized as "directory" information by FERPA (see here: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).
2. This means Newman Connection is simply a conduit of any information from your school to the campus minister.
3. Only two people will have access to your "directory" information: the campus minister and (potentially) a diocesan representative.

The only caveat? Schools must tell parents and students about "directory information" and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Again, if you scan the QR code below, you will find an email template you can use to send to your parents and students giving them the opportunity to opt out of the program.

2. **Use Our Free Marketing Materials:** Over the years, we've learned that high school outreach is more effective when you have concrete ways of promoting your programs. And in your school, that means having the materials (physical and digital) that **keep your students and parents informed and taking action!**

With our free materials, you'll have everything you need to seamlessly connect your graduating seniors to the faith in college...*without all the stress of creating the materials yourself!* Access them for free by scanning the QR code below:

