

# **FERPA for Faculty and Staff**

## **What is FERPA?**

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides students the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records.

## **What is an education record?**

Student educational records are directly related to a student and maintained by the institution. Examples include grades, transcripts, class lists, course schedules, financial information, exams, papers, advising or other notes about a student, and student disciplinary records. You have a responsibility to protect all education records in your possession.

## **When does FERPA begin?**

Being offered admission to an institution does not invoke FERPA rights. Registering for classes creates the educational record that initiates FERPA rights and responsibilities. FERPA applies to all students at any institution receiving federal funds from the Department of Education.

## **DO NOT!**

- Do not disclose information to a student or University official before authenticating the identity of the person.
- Do not discuss a record or private information about a student in public. Close your door or go to a private place where you cannot be overheard.
- Do not share the progress of a student with anyone. You must obtain consent from the student.
- Do not place records or grades in the garbage can or recycling bin without first shredding the information.
- Do not leave graded materials for students to pick up in a stack that requires sorting through the papers of other students.
- Do not link a student's name with his/her student ID number, social security number, or any portion of these numbers in a public manner, this includes attendance rosters.
- Do not provide anyone with lists or files of students enrolled in your classes for commercial purpose.
- Do not provide anyone with a student's schedule or assist anyone other than university employees in finding a student on campus.
- Do not send a letter of recommendation that includes information from a student's records, such as grades, GPA, or course attendance, without explicit written permission from the student to release the information.

When in doubt, don't give it out! Ask the Office of the Registrar.