

FERPA

Family Educational Rights and Privacy Act

Some material borrowed from the University of Indiana





What is FERPA?

FERPA stands for Family Educational Rights and Privacy Act (Buckley Amendment). Passed by congress in 1974, the act grants specific rights to the student:

1. The right to see the information that the institution is keeping on the student.
2. The right to seek amendment to those records and in certain cases append a statement to the record.
3. The right to consent to disclosure of his / her records.
4. The right to file a complaint with the FERPA Office in Washington.



When do FERPA Rights Begin?

A FERPA- related educational record begins for a student upon enrolling in an institution of higher education. Rights belong to the student in attendance regardless of age.

What is a Student Educational Record?



Just about any information provided by a student to the university for use in the educational process is considered a student record, for example:

- Personal information
- Enrollment records
- Grades
- Schedules



What is a Student Educational Record?

The storage media in which you found this information does not matter. Student educational records may be:

- A document in the Registrar's Office
- A computer printout in your office
- A class list on your desktop
- A computer display screen
- Notes you have taken during an advisement session

What is **NOT** a Student Educational Record?



- Alumni Records
- Law enforcement records
- Medical records regarding treatment
- Peer graded papers before the instructor collects and grades them
- Employment records unrelated to employment as a student
- Notes taken by faculty or staff that are personal and not shared (sole possession records)

What are the Basic Rules?



Student educational records are considered confidential and may not be released without the written consent of the student.

What are the Basic Rules?



As a staff or faculty member you have a responsibility to protect educational records in your possession.

What are the Basic Rules?



Some information is considered public (sometimes called “Directory Information”). This information can be released without the student’s written permission.

What are the Basic Rules?



Although Directory Information is considered public a student may opt to consider this information confidential making it necessary to secure written consent from the student before release.

What are the Basic Rules?



Directory information at Life University is:

- name
- address,
- email address
- telephone number
- dates of attendance
- degrees and awards received
- height and weight of athletes
- field of study
- most recent school attended
- date and place of birth
- participation in officially recognized activities and sports



Why do we adhere to FERPA?

Violation of FERPA regulations can result in The Department of Education imposing sanctions against Life University. These sanctions could include loss of Title IV funding (federal financial aid).



Special “Don’ ts” for Faculty and Staff

To avoid violations of FERPA rules:

DO NOT at any time use the Social Security number, or University ID number of a student in the posting of grades.

Current University policy requires the posting of grades through BlackBoard.



Special “Don’ ts” for Faculty and Staff

To avoid violations of FERPA rules:

DO NOT at any time use the Social Security number, or University ID number of a student to verify identity over the phone.



Special “Don’ts” for Faculty and Staff

To avoid violations of FERPA rules:

Never link the name of a student with that student’s social security number or university ID number in any public manner.



Special “Don’ts” for Faculty and Staff

To avoid violations of FERPA rules:

Never leave graded tests in a stack for students to pick up by sorting through the papers of all students.



Special “Don’ts” for Faculty and Staff

To avoid violations of FERPA rules:

Never circulate a printed class list with student name and social security number, university ID number, or grades as an attendance roster.



Special “Don’ts” for Faculty and Staff

To avoid violations of FERPA rules:

Never discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.



Special “Don’ ts” for Faculty and Staff

To avoid violations of FERPA rules:

Never provide anyone with lists of students enrolled in your class for any commercial purpose.



Special “Don’ts” for Faculty and Staff

To avoid violations of FERPA rules:

Never provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.



Special “Don’ts” for Faculty and Staff

To avoid violations of FERPA rules:

Do Not tell a student he/she cannot see his/her student record. Students have the right to view their record.



Special “Don’ts” for Faculty and Staff

To avoid violations of FERPA rules:

Never email student’s confidential information (non-directory information) through any other electronic medium than their Life University student email account. Sending confidential information to any other email account, blog, Web site, etc. is prohibited.



Special “Don’ts” for Faculty and Staff

To avoid violations of FERPA rules:

Do Not allow a student worker to work in your department that has not reviewed and signed a confidentiality agreement.

QUIZ



At this time you may take the quiz.
Each quiz question is followed by
the correct quiz answer.

Quiz



Question 1

If a student's parent calls asking how a student is doing in a class, can you give out that information?

Yes or No



Answer

Question 1

Correct answer is NO Even though the person inquiring may be the student's parent, FERPA recognizes students in secondary education as adults, regardless of age. Therefore, you cannot give out that grade, or any other non-directory information.

Quiz



Question 2

You receive a call from a recruiting firm asking for names and addresses of students with a GPA of 3.0 or better. They say they have good job information for these students. Can you help these students get jobs by giving out this information?

Yes or No

Answer

Question 2

Correct answer is NO Although we all want to help students to get good jobs, that request should be sent to the appropriate office.

Quiz



Question 3

A person goes to the Dean's office with a letter containing a signature that gives consent to release the transcript of a student. Do you give the transcript to them?

Yes or No

Answers



Question 3

Correct answer is NO Transcripts and record information are available only through the Office of the Registrar.

Quiz



Question 4

You receive a phone call from the local police department indicating they are trying to determine whether a particular student was in attendance on a specific day. Since they are in the middle of an investigation are you allowed to give them this information?

Yes or No

Answers



Question 4

Correct answer is NO The police should first be directed to the Office of the Registrar.

Quiz



Question 5

You receive a frantic phone call from an individual who says he is a student's father and must get in touch with her immediately because of a family emergency. Can you tell him when and where her next class is today?

Yes or No

Answers



Question 5

Correct answer is NO For the safety of the student you cannot tell another person where a student is at any time. Inform the caller they should contact the Office of the Registrar for more information.

Quiz



Question 6

Is it wrong for professors to leave exams, papers, etc. outside their offices for students to pick up?

Yes or No

Answers



Question 6

Correct answer is YES That is a violation of the privacy rule because it is inappropriate for students to have access to other students' personal information.

Quiz



Question 7

An unauthorized person retrieves information from a computer screen that was left unattended. Under FERPA, is the institution responsible?

Yes or No

Answers

Question 7

Correct answer is YES Information on a computer screen should be treated the same as printed reports.

Quiz



Question 8

Does FERPA prohibit the disclosure of the work address and telephone number of an alumnus by the Office of Alumni Relations?

Yes or No

Answers



Question 8

Correct answer is NO FERPA does not protect information about a student that is gathered after the student graduates. Had the request been for the alum's GPA, FERPA would apply.

Quiz



Question 9

You are the Director of Student Leadership and Development charged with coordinating the work of the college's student organizations. Student organizations are required to keep on file, in your office, a current copy of a financial statement. A reporter from the **MDJ** calls you and asks you for a copy of the most recent financial statement of an organization that is rumored to have misspent members' dues. Does FERPA prohibit the disclosure of this information?

Yes or No



Answers

Question 9

Correct answer is NO FERPA only pertains to information that is directly related to a student. The finances of a student organization do not directly relate to a student. While other considerations might restrict sharing this information with the MDJ, FERPA does not. FERPA would prohibit sharing this information if the financial statement became a document used in an investigation by Life University into whether the organization's *treasurer* violated college policy.

Quiz



Question 10

A freshman student who was admitted under special conditions requests the opportunity to review his admissions file. He insists on reviewing these materials no later than the close of business the following day. Does FERPA require you to respond to his request by allowing him to review the records when he wants to?

Yes or No

Answers



Question 10

Correct answer is NO Life must grant the request to review within a reasonable time but in no case more than 45 days after the request is received. It is likely not reasonable to have to respond to a request within 24 hours.

Quiz



Question 11

A student's father comes to Life and presents a piece of paper signed by the student that states: "I consent to the disclosure of my education records to my father." The paper is signed and dated. The father proves to you that he is the father of the student in question. Does this constitute sufficient written consent under FERPA?

Yes or No

Answers

Question 11

Correct answer is NO This consent does not specify the records to be disclosed, the identity of the person to whom they are disclosed, or the purpose of the disclosure. Specific information concerning the records, the name of the person to whom the disclosure is made and the purpose of the disclosure must be presented in writing.



You're Almost Finished with the FERPA Review...

Please refer back to the information you received regarding the FERPA Review for what to do next.

FERPA Resources



- Life University Office of the Registrar
770-426-2780 or LifeRegistrar@life.edu
- Family Compliance Office of the
Department of Education
www.ed.gov/ferpa
www2.ed.gov/policy/gen/guid/fpc/index.html