



# FERPA Basics

Kimberly Barber

# FERPA defined

---

- FERPA: Federal Educational Rights and Privacy Act of 1974
  - Law that protects and guards against release of student records without student's consent
  - Student's rights under FERPA:
    - Right to access educational records kept by school
    - Right to have records kept private and only released by consent of student
    - Right to request amendment to educational records
    - Right to file complaints against the school for disclosing educational records in violation of FERPA

# FERPA covers only educational record

## Educational Record:

- Records maintained by university that are directly related to a student
- Technology independent. Including but not limited to:
  - Handwritten, print, tapes, e-mail, etc.
- Can't destroy records under investigation
- Retention of educational records
  - University Policy-ask for specifics to your area

## Sole Possession Notes:

- Made by one person as an individual observation or recollection, are kept in the possession of the maker
  - Notes taken in conjunction with or shared with another person (or placing them in an area where they can be viewed by others) makes them "education records" and subject to FERPA (counselor's notes, interview notes)
  - Best practice: If you don't want it reviewed, don't write it down.

# Directory information

- Can release “directory information” (See right hand column)
- Anything not on list may be a protected educational record should not be released to 3<sup>rd</sup> party without written consent of student.

## Directory Information

- Name
- Date and place of birth
- Local address
- Permanent address
- Telephone number (if listed)
- Classification
- Major
- Participation in official University activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees, honors and awards received
- Most recently attended educational institution
- Digitized FSUCard photo

# Disclosure of education records

---

- Student education records may **not** be disclosed to anyone unless the student has given written consent, or the request fits one of the legal exceptions
- Internal authorities:
  - School officials who act in the student's educational interest on a legitimate, "need-to-know" basis
- External authorities:
  - U.S. Dept. of Education
  - U.S. Dept. of Defense
  - U.S. Attorney General
  - INS
  - Comptroller General of the USA
  - State education authorities
  - Organizations conducting studies for or on behalf of the University
  - Accrediting organizations.

# Pulling it together

---

- Students grading papers/quizzes in class or leaving papers in a pile for pick up
- Letters of recommendation
- Storage of data in internal databases or files
- Email communications
- Disclosure. Do not:
  - Discuss progress of any student with anyone other than student (including parents) without student's consent
  - Provide lists of students enrolled in classes to anyone, private or commercial
  - Parents
    - Independent Students
    - Dependent Students

# References for FERPA

---

- Page 78, 2006-2007 FSU Undergraduate Edition *General Bulletin*
- Page 54, 2005-2007 FSU Graduate Edition *General Bulletin*
- University Registrar's web site
  - [http://registrar.fsu.edu/bulletin/undergrad/info/acad\\_regs.htm#NotificationFERPA](http://registrar.fsu.edu/bulletin/undergrad/info/acad_regs.htm#NotificationFERPA)
- U.S. Department of Education web site
  - <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

# Contact information for assistance

---

When uncertain, do not release information. Instead, refer the inquiry to the Office of University Registrar.

- Kim Barber, Interim Registrar
  - [kbarber1@admin.fsu.edu](mailto:kbarber1@admin.fsu.edu)
- Tim Martin, Registrar
  - [tmartin@admin.fsu.edu](mailto:tmartin@admin.fsu.edu)
- Mike McKeown, Admissions/Registration Officer
  - [mmckeown@admin.fsu.edu](mailto:mmckeown@admin.fsu.edu)
- Rob Rinehart, Coordinator Admissions/Registration
  - [rrinehart@admin.fsu.edu](mailto:rrinehart@admin.fsu.edu)
- Joe Lazor, University Security Officer
  - [jlazor@admin.fsu.edu](mailto:jlazor@admin.fsu.edu)