

## FERPA Guidelines

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**What is FERPA?** The Family Educational Rights and Privacy Act (FERPA), sometimes called the Buckley Amendment). Passed by Congress in 1974m the Act grants four specific rights to the adult 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

**Bottom Line:** Please do **NOT** release any information about students, even directory information to someone outside of the University. Please refer all inquiries to the Records Office.

### Quick Scenario Review:

- If a student's parent calls asking about a student's performance in class, you cannot give out that information. It is assumed all students are adults and FERPA guidelines apply.
- If a recruiting/employment firm calls asking for information about students in your discipline with a GPA of 3.0 or better, you cannot give this information out. Refer them to the Office of the Registrar and the campus Career Center.
- Do not give transcripts to anyone. Transcripts are available to the student on Eagle Online. A formal request for an official transcript must be made to the Records Office.
- If the Police call to verify attendance of a student on a particular day, refer them to Records. The situation may require a subpoena and notification of the student.
- If a frantic parent or family member calls and says there has been a family emergency and they must get in touch with that student immediately, you cannot give directory information or class schedules to anyone.
- Never leave exams, papers, etc. outside your office for student pick up. You should never leave personally identifiable materials in a public place.
- Never publicly post grades by T#, social security #, or any other personal identifier.
- You should never leave sensitive material on your computer screen for someone to see. The University is responsible for the security of electronic data as well. It is a good idea to implement a timed password lock on your computer when it is unattended.

**NOTE: Make sure to log out of SSB when you have finished your session.** Another person who finds the computer unattended will be able to view info intended to be kept confidential (such as your pay stubs, deposit info, student information, etc..).