

# FERPA Reference Sheet for Staff for Ferris State University

**FERPA**, the Family Educational Rights and Privacy Act of 1974, as Amended, protects the privacy of student education records. It gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records. Ultimately, an institution's failure to comply with FERPA can mean the withdrawal of federal funds by the Department of Education.

## The two categories of information:

### **DIRECTORY INFORMATION**

(May be disclosed, unless student requests otherwise; check student records database.):

- Academic College
- Academic Program/Major
- Addresses
- Admit Status (e.g. accepted)
- Athletic Participation
- Class level (e.g., Freshmen)
- Dates of Attendance
- Degrees/Honors/Awards Received
- Enrollment Status (Full/ Part-time)
- Name
- Phone
- Previous School attended

### **PERSONALLY IDENTIFIABLE INFORMATION**

(any other data that can be linked to a specific student's identity):

*Including, but not limited to:*

- Academic Status
- Campus Wide ID
- Date of Birth
- Email Address
- Gender/Race
- Grades/GPA
- Nationality
- Photograph
- Residency Status
- Student's Class Schedule
- Student Social Security Number
- Test Scores
- UI Code

## **May have access to Personally Identifiable Information without prior written consent:**

(This is not a comprehensive list)

- University Personnel with Legitimate Educational Interest
- Certain governmental officials (contact Record's Office)
- In compliance with a judicial order or subpoena (contact General Counsel's Office)
- Health or safety emergency (contact Record's Office **and** University Police)

**ANYONE ELSE MUST HAVE THE PRIOR WRITTEN AND SIGNED CONSENT OF THE STUDENT—*this includes parents!***

- .....
- **Consent from the student must include:**
  - ✓ **Records(s) to be released**
  - ✓ **Purpose of the disclosure**
  - ✓ **Party/parties to whom disclosure may be made**
  - ✓ **Signature of the student and date signed**
- .....

You must maintain a record of all requests for access to Personally Identifiable Information, whether those requests are honored or not.

**RECORDS ACCESS BY UNIVERSITY PERSONNEL:**

University support staff members may have access to a student's educational records if they have a Legitimate Educational Interest. This means they need the information to fulfill a specific professional duty.

The following is a list of information items that are **NOT** considered educational records and therefore are not subject to students' requests for review:

- Law-enforcement records
- Records maintained exclusively for individuals in their capacity as employees; **HOWEVER**, records of those who are employed as a result of their status as students (work-study, student workers, etc.) **ARE** educational records
- Medical treatment records
- Alumni records
- Sole-source/Sole-possession documents
  - ⇒ Sole-source/possession documents are notes (memory joggers—not grade or GPA related) created by you, meant for your eyes only. As long as no one else ever sees or knows about them, they remain private and are not subject to FERPA.

**FOR MORE INFORMATION**

Contact the  
**Records Office (CSS 201)**  
231.591.2792

A Unit of Enrollment Services  
Division of Student Affairs

## Guide for Release of Student Information

	Students	Parent/Spouse	General Public	Government Agencies	Employers	Other Institutions	FSU Faculty/Staff
<b>DIRECTORY INFORMATION</b>							
Academic College (e.g. Business)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Academic Program/Major	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Address/Telephone*	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Admission Status (accepted)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Athletic Participation*	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Class Level (e.g., Freshman)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dates of Attendance	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Degrees/Honors/Awards Received	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Enrollment Status (full/part time)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Name of Student	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Previous Schools Attended	Yes	Yes	Yes	Yes	Yes	Yes	Yes

### PERSONALLY IDENTIFIABLE

Academic Status (Probation, Denied)	No	No	No	No	No	No	Yes
Campus Wide ID Number	No	No	No	No	No	No	Yes
Date of Birth **	No	No	No	No	No	No	No
E-mail *	No	No	No	No	No	No	Yes
Gender/Race/Nationality/Residency Status	No	No	No	No	No	No	Yes
Grades/Grade Point Average	No	No	No	No	No	No	Yes
Photograph	No	No	No	No	No	No	Yes
Student's Class Schedule	No	No	No	No	No	No	Yes
Student Social Security Number **	No	No	No	No	No	No	No
Test Scores (ACT, etc.)	No	No	No	No	No	No	Yes

**\*Note:** It is not the policy of Ferris State University to provide a cumulative list of information regarding our students to third party. Release of non-restricted information should be done on an individual case-by-case basis.

\*\* Released to Faculty and/or Staff on a case by case basis