# **FERPA Reference Sheet for Staff**

**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
- Residency Status
- Student's Class Schedule
- Student Social Security Number
- Test Scores

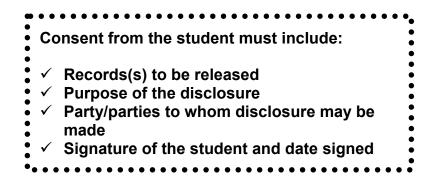
## May have access to Personally Identifiable Information without prior written consent:

(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!

(See reverse for consent guidelines)



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 <u>Legitimate Educational Interest</u>. 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

Craig Westman, Ph.D., Associate Dean of Enrollment Services

Phone: 231-591-2792 E-mail: westmanc@ferris.edu

## **Records Office (CSS 201)**

A Unit of Enrollment Services

Division of Student Affairs

Guide for Release of Student Information Other Institutions FSU Faculty/Staff Parent/Spouse **General Public** Government Employers Agencies Students DIRECTORY INFORMATION Yes Yes Academic College (e.g. Business) 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, No No No No No No Yes Denied) **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 **Student's Class Schedule** 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.

No

Yes

No

No

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

Student Social Security Number \*\*

Test Scores (ACT, etc.)