

FERPA REFERENCE SHEET

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.

TWO CATEGORIES OF INFORMATION

DIRECTORY LEVEL INFORMATION	PERSONALLY IDENTIFIABLE INFORMATION
<ul style="list-style-type: none">• 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• Email Address• Enrollment Status• Name• Phone• Previous School attended	<ul style="list-style-type: none">• Academic Status• Campus Wide ID• Date of Birth• Gender/Race• Grades/GPA• Nationality• Photograph• Residency Status• Student's Class Schedule• Student Social Security Number• Test Scores• UI Code

ACCESSING TO PERSONALLY IDENTIFIABLE INFORMATION IS LIMITED TO:

- University personnel with legitimate educational interest.
- Certain government officials (contact Registrar's Office)
- Compliance with a judicial order or subpoena (contact General Counsel's Office)
- Health or safety emergency (contact Registrar's Office & University Public Safety)
- Various exceptions outlined by FERPA (20 U.S.C. § 1232g; 34 CFR Part 99)

All others, including parents, must have prior written & signed consent of the student.

STUDENT CONSENT MUST INCLUDE:

- Record(s) to be released
- Purpose of the disclosure
- Party/parties to whom disclosure may be made
- Signature of the student and date signed.

Record requests for accessing Personally Identifiable Information must be retained.

RECORDS ACCESS BY UNIVERSITY PERSONNEL:

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

The following is a list of information categories that are NOT considered educational records and therefore are not subject to a student's request for review:

- Alumni records
- Law-enforcement records
- **Sole-possession records:** These are records maintained exclusively for individuals in their capacity as employee, and may include notes (memory joggers - not grade or GPA related) created by the employee for their eyes only. As long as they are not shared and remain private, they are not subject to FERPA.
- **Medical treatment records:** These are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional. Other medical records are subject to FERPA.

Records of those who are employed as a result of their status as students (work study, student employees, etc.) are educational records.

GUIDE FOR RELEASING STUDENT INFORMATION:

Directory Level Information:

- May be released to Students, Parents/Spouse, General Public, Government Agencies, Employers, Other Institutions, and Ferris Faculty/Staff.

Personally Identifiable Information:

- **CANNOT** be shared with other Students, Parents/Spouse, General Public, Government Agencies, Employers, or Other Institutions without a signed release from the student.
- Exceptions for disclosures include some judicial orders, lawfully issued subpoenas, authorized government agencies, other organizational/school officials with legitimate educational interest, accrediting agencies, and in case of health or safety emergencies.
- Ferris Faculty or Staff may access personally identifiable information only when they have legitimate educational interest to fulfill a professional responsibility. Some information, such as date of birth or social security number, will only be provided on a case-by-case basis.

All Student Information:

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

**For More Information,
visit www.ferris.edu/FERPA or contact the Registrar's Office:
registrar@ferris.edu | 231.591.2792**