

WHAT IS FERPA?

FERPA stands for the **Family Educational Rights and Privacy Act** (sometimes called the Buckley Amendment). Passed by Congress in 1974, the act grants four specific rights to the student:

- The right to see the information that the institution is keeping on the student
- The right to seek amendment to those records and in certain cases append a statement to the record
- The right to consent to disclosure of his/her records
- The right to file a complaint with the FERPA office in Washington, DC

THE BASIC RULES

Review the following information:

- Student educational records are considered confidential and may not be released without the written consent of the student.
- As a faculty or staff member, you have a responsibility to protect educational records in your possession.
- Some information is considered public (sometimes called “directory information”); this info can be released without the student’s written permission; however, the student may opt to consider this info confidential as well; directory information is a student’s name, class standing, school/division, major field of study, dates of attendance, degrees and awards, recognized student activities, sports, athletics information, and current enrollment status; a student’s address and telephone number are also public information unless they have filed a form with the registrar to keep these private.
- You have access to information only for legitimate use in completion of your responsibilities as a college employee; “need to know” is the basic principle.
- If you are ever in doubt, do not release any information until you contact the Office of the Registrar at 218-335-4222 or stacey.lundberg@lltc.edu; the Office of the Registrar is responsible for student record information.

WHAT IS A STUDENT EDUCATIONAL RECORD?

Just about any information provided by a student to the college for use in the educational process is considered a student educational record. Here are some examples:

- Personal information
- Enrollment records
- Grades
- Schedules

The storage media in which you find this information does not matter. Student educational records may be contained in the following media:

- Documents in the registrar's office
- Computer printouts in your office
- Class lists on your desktop
- Computer display screens
- Notes you have taken during an advisement session

SPECIAL DON'TS FOR FACULTY

To avoid violating FERPA rules, do not do any of the following:

- Use a part of or the entire student identification number or Social Security number of a student in a public posting of grades
- Link the name of a student with that student's identification number or Social Security number in any public manner
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students
- Circulate a printed class list with student name and student identification number, or Social Security number or grades, as an attendance roster
- Discuss the progress of a student with anyone other than the student (including parents) without the consent of the student
- Provide anyone with lists of students enrolled in your classes for any commercial purpose
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus