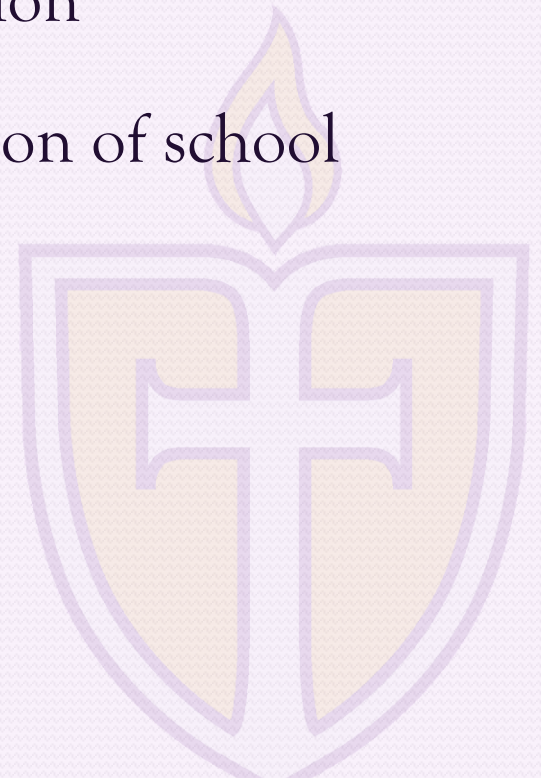


FERPA: Family Educational Rights and Privacy Act



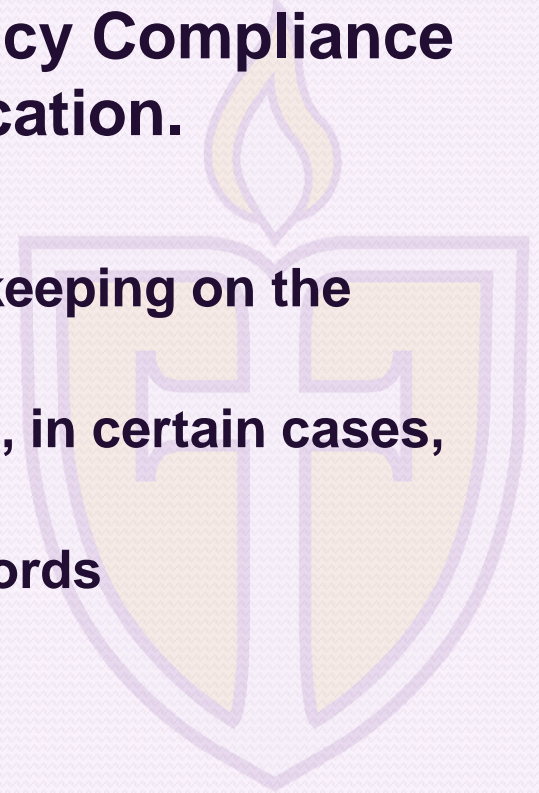
Why Is This Important To Me?

- Federal Regulations: We Are Required to Observe
- We face increased demands for information
- Decentralized access expands the definition of school official
- Increasing concerns over student safety
- Because it is the right thing to do



What is FERPA?

- **It stands for the Family Educational Rights and Privacy Act of 1974.**
- **Also known as the Buckley Amendment.**
- **FERPA is enforced by the Family Policy Compliance Office of the U.S. Department of Education.**
- **Allows students to:**
 - **To see information that the institution is keeping on the student**
 - **To seek amendment to those records and, in certain cases, append a statement to the record**
 - **To consent to disclosure of student's records**
 - **To file a complaint with the FERPA office**



Student Educational Records – Where are they?

Student records can be found in many places, stored in many different ways. They're not just in the Registrar's office any more!! They can be -

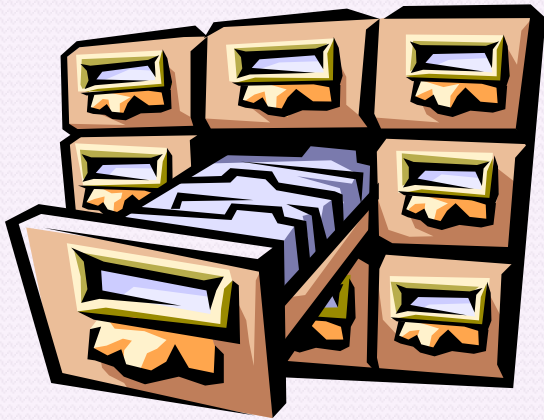
- A computer printout in your office
- A class list on your desk
- In an email
- A computer display screen
- Notes taken during advising



**AND you are responsible
for their security!!**



Student Educational Records – What are they?



- All records that directly relate to a student and are maintained by an institution.
- Examples:
 - Enrollment records
 - Personal information
 - Grades
 - Schedules
 - Notes that are shared and become part of student's permanent record

What Education Records *are not*:

- ❑ **Personal Notes** – kept by a faculty/staff member if kept in the sole possession of the one who made the record. (FERPA is a “protection of records” law, not a “confidentiality” law.)
- ❑ **Law Enforcement Records** – maintained solely for law enforcement purposes & revealed only to law enforcement agencies.
- ❑ **Employment Records** – of those whose employment is not contingent upon being a student.



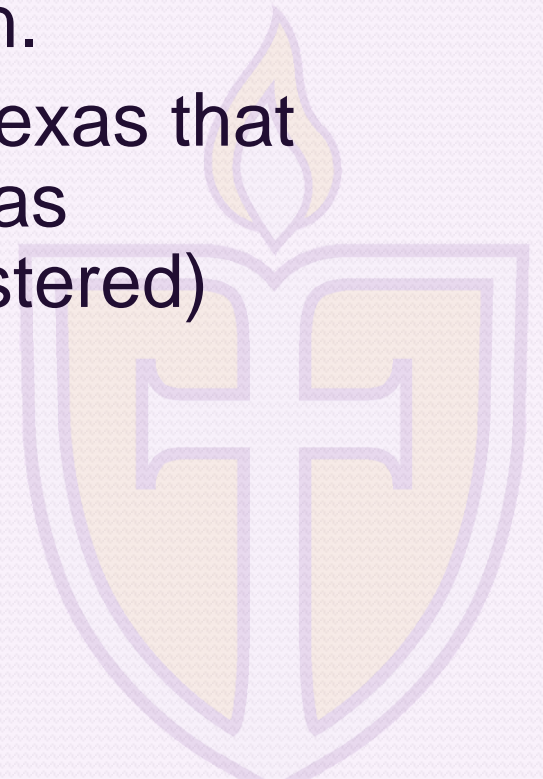
What Education Records are not:

- ❑ **Medical Records** - created by a health care professional used only for the medical/health treatment of the student.
- ❑ Most information contained in **Alumni Records** (donations, etc).
- ❑ **Classroom activity and homework** that does not become part of the student's permanent record (no grade) and contains no personally identifiable information.



When do FERPA rights begin for a student?

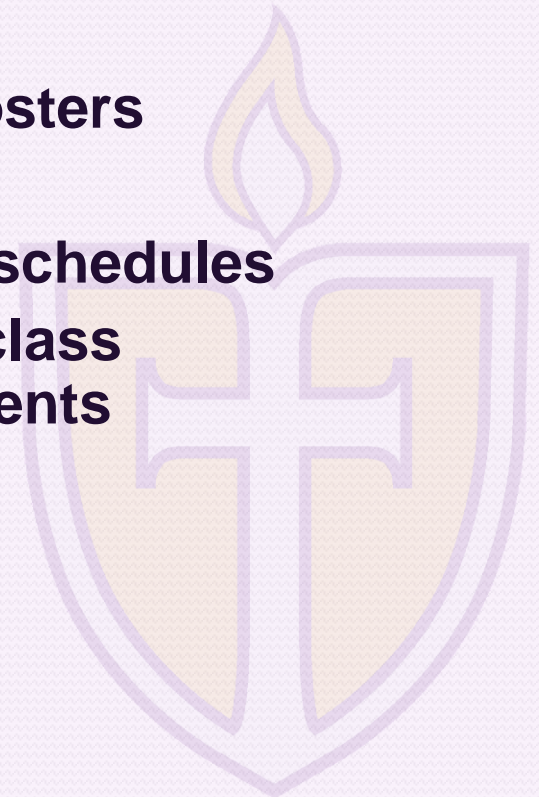
- When the student is “in attendance” as defined by the institution.
- For Concordia University Texas that means when the student has matriculated (officially registered) for the first time.



What information might need to be handled in a secure way?

Any part of a student's record that is not listed as "directory" information.

- Schedule Change forms
- Financial Information
- Social Security Numbers
- Transcripts
- Student information displayed on your computer screen
- Class Rosters
- Grades
- Student schedules
- Graded class assignments
- Emails



What information can be released?

- Directory Information (unless the student has placed a confidentiality hold on his/her record).
- Information that the student has given written consent to release.
- Information needed by Concordia employees who have a legitimate educational interest.
- Information needed by certain government agencies.
- Information needed in an emergency situation

When in doubt – Don't Give It Out! Forward all requests for student information to the Registrar's Office!

What is “directory information”?

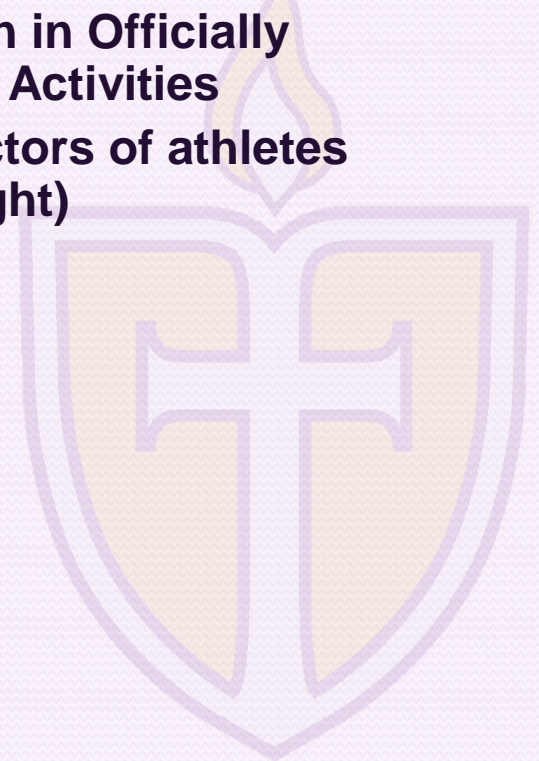
It is information that can be released without the student’s written consent (unless they have placed a confidentiality hold on their record).

Each institution of higher education, to some extent, can determine what information is classified as directory information.



Directory Information at Concordia University Texas includes:

- **Name**
- **Address – local and email**
- **Local Telephone number**
- **Dates of Attendance**
- **Classification**
- **Major Field of Study**
- **Photograph**
- **Most Recent Previous Institution Attended**
- **Expected Date of Graduation**
- **Degrees and Awards Received**
- **Participation in Officially Recognized Activities**
- **Physical factors of athletes (height/weight)**



Who can access Non-Directory Student Information?



ONLY Concordia University Texas employees who have a legitimate educational interest

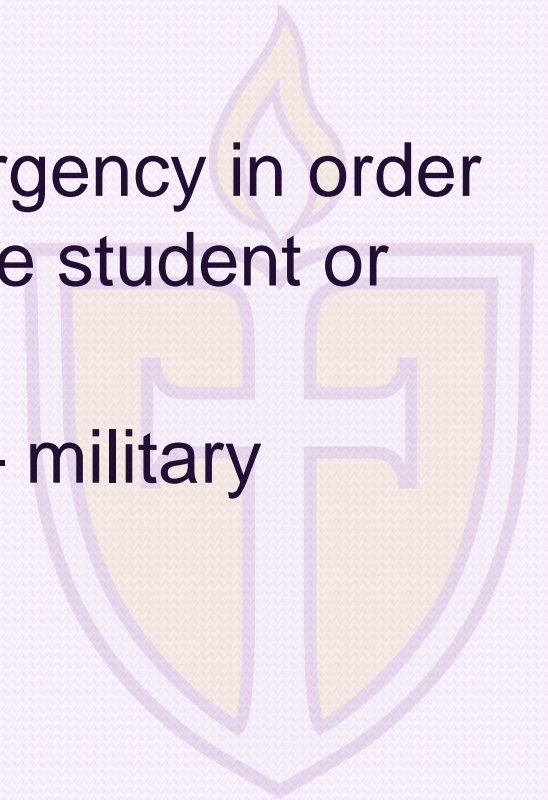
What is “legitimate educational interest?”

Any school employee who needs to review student education information to fulfill a responsibility as part of his or her contract.

Access to Non-Directory Student Information, cont.

Also:

- Certain State & Federal Agencies.
- Appropriate individuals in an emergency in order to protect the health & safety of the student or other persons.
- Under the Solomon Amendment – military recruiters.

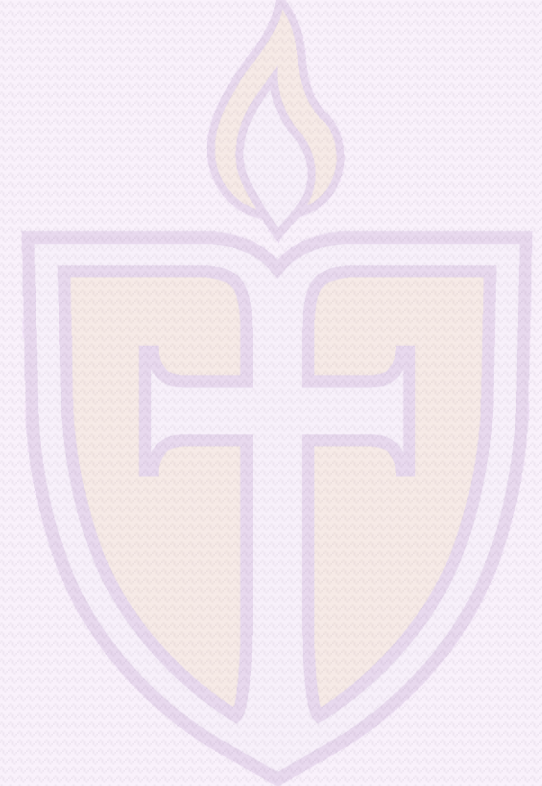


Parents and Other Individuals

Parents may obtain non-directory information (grades, GPA, etc.) if the student is a legal dependent (dependency should be verified).



If the student is **not** a legal dependent, neither parents nor anyone else including sibling, relative, or spouse may obtain non-directory information unless Concordia has on file a signed consent form from the student (FERPA waiver form).

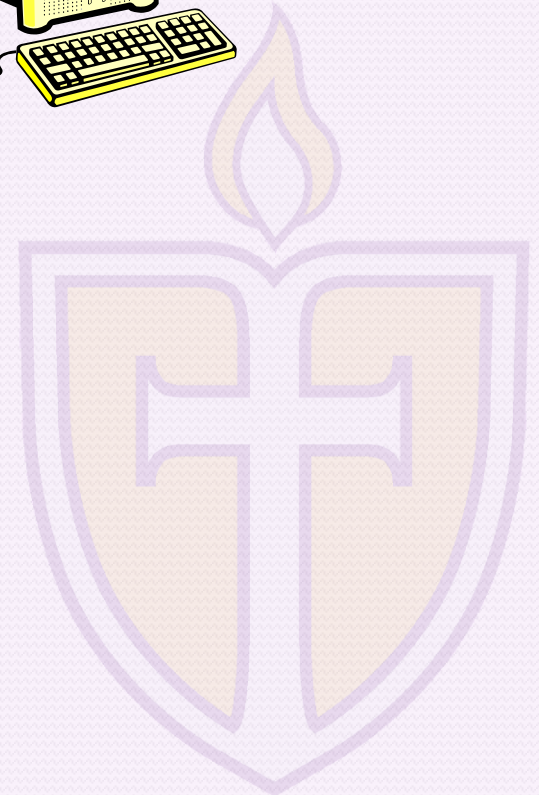
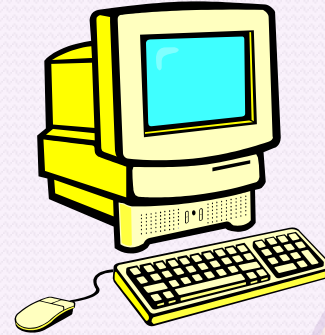


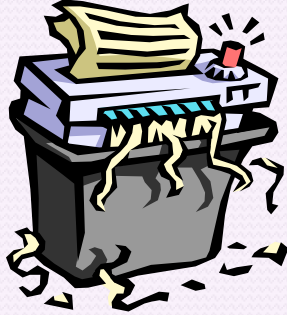
TAKE NOTE:

- **Access to Student information via Banner or other computer software does not authorize unrestricted use of that information. (Just because you can, doesn't mean you should!)**
- **Information on a computer should be treated with the same confidentiality as a paper copy.**
- **Curiosity is not a valid reason to view student information.**
- **Records should only be used in the context of official business.**

IMPORTANT!!!!

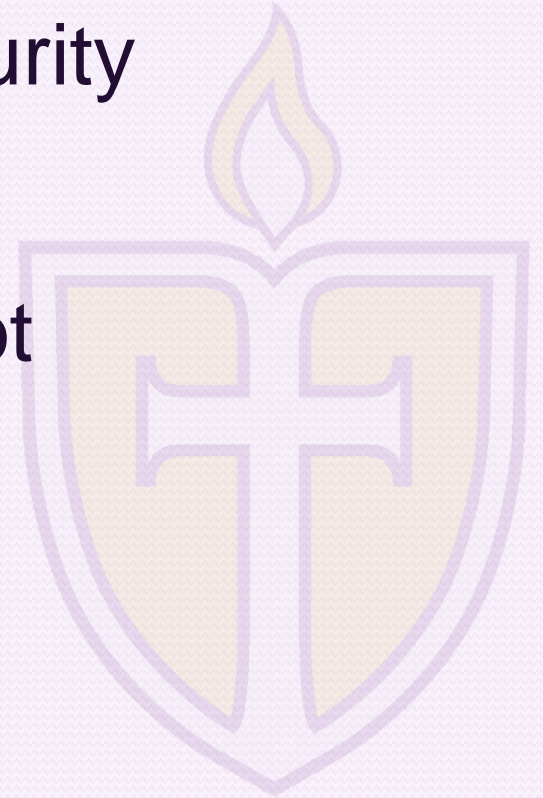
- Do not leave confidential information displayed on an unattended computer.
- Cover or put away papers that contain confidential information if you are going to step away from your desk.





Record Disposal

Records containing Social Security Numbers, grades or any non-directory information about a student should be shredded, not just thrown in the garbage or recycling bin.



Special Hints for Faculty

To Avoid FERPA Violations –
Please:

- **Do Not** use the SSN/Student ID to post grades.
- **Do Not** leave graded tests in a stack for students to sort through.
- **Do Not** post grades in any way that can connect the grade with an individual student
- **Do Not** circulate a printed class list with the Student Name and SSN/Student ID.

Special Hints, continued

- **Do Not** provide anyone with student schedules.
- **Do Not** provide anyone with lists of students enrolled in your classes.
- **Do Not** include confidential information (i.e. grades, #of credits) in a recommendation letter without the written consent of the student.
- **Do Not** send emails to non-ctx.edu email addresses
- **DO** send email only to students from your concordia.edu email account to their ctx.edu email account.



Why Comply with FERPA?

- **It's the Law.**
- **Failure to comply could result in the withholding of Federal Funds including Student Financial Aid.**
- **Lawsuits caused by violations cost time and \$\$\$.**
- **It is our ethical responsibility to secure student records in order to protect their privacy.**

REMEMBER:

**When in doubt –
don't give it out!**



**Thank you for your
attention and cooperation
in protecting the privacy
of our students!**

**If you have further
questions, please contact
the Registrar's Office at
512 – 313 - 4641.**

