

What is FERPA?

Family Educational Rights and Privacy Act of 1974

Also known as the Buckley Amendment

Protects the privacy of a student's educational records

Applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education

WHAT ARE EDUCATION RECORDS?

“Education Record” includes any information or data recorded in any medium, including but not limited to, handwriting, print, tapes, film, e-mail, microfilm, and microfiche, which is directly related to a student and maintained by the University or by a person acting for the University.

WHAT ARE NOT CONSIDERED EDUCATION RECORDS?

“Sole possession records” faculty and staff personal records or notes in sole possession of maker not accessible or revealed to any other person—only for personal use of maker

Medical records

Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment

Alumni Information on a person that was obtained when no longer a student (i.e., alumni records) and does not relate to the person as a student

University law enforcement records

WHAT IS DIRECTORY OR PUBLIC INFORMATION?

" . . . information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." (1988 Final Regulations) Social security number or

DIRECTORY OR PUBLIC INFORMATION NEVER INCLUDE:

Student Identification Number

Race

Ethnicity, Nationality

Gender

Can Director information be released to anyone who requests it?

NO - If the student has requested that directory information be withheld, no information can be released to anyone outside of the U of A

NO - information can not be released to anyone within the U of A who does **NOT** have a need to know.

YES - If the student has **NOT** requested that directory information be withheld.

YES - if there is a subpoena for the records—but the U of A attorney must approve the subpoena request

How can a student request that their information be withheld?

The student must request that information be withheld on or before the census date of each session or semester by completing a Request to Prevent Disclosure of Directory Information form to prevent release of directory information.

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