

## Quick FERPA Reference

The Family Educational Rights and Privacy Act of 1974, as Amended (**FERPA**) requires institutions accepting federal monies to protect the privacy of student information. In addition, FERPA affords students the right to review their education records, to request correction of inaccurate records, and to limit information disclosure from those records. An institution's failure to comply with FERPA may result in the Department of Education withdrawal of federal funds.

**All FPU faculty and staff are obliged to comply with FERPA regulations.**

As a faculty and staff member, you need to know the difference between **Directory Information** and **Personally Identifiable Information or Education Records**:

### Directory Information

May be disclosed, unless the student has requested otherwise. *Please refer such requests to your department office or to the Registrar's Office.*

- Name
- Student Identifier (non-SSN)
- Current mailing address
- Current telephone number
- FPU e-mail address
- Major
- Dates of attendance
- Enrollment status (full/part-time)
- Degrees/honors/awards received

### Personally Identifiable Information

(any identifying data other than "Directory Information") **May ONLY be released to the Student**

*Including, but not limited to:*

- Social Security Number
- Date of birth
- Residency status
- Gender/race/ethnicity
- Religious preference

### Education Records

*Including, but not limited to:*

- Class schedule
- Grades/GPA and academic standing
- Test scores
- Academic transcripts

"Personally Identifiable Information" or "Education Records" **may be released only to the student with proper identification.**

*Parents and spouses **must** present the student's written and signed consent authorizing FPU to disclose personally identifiable information or education records.*

## General Practices for Protecting Student Information and Education Records

- Do **NOT** leave exams, papers, grade post, or any documents containing a grade, evaluation, or grade point average outside your office door.
- Do **NOT** record attendance by passing around a class list, which contains the student's SSN or ID.
- Do **NOT** provide tests and assignments scores, evaluations or final grades via e-mail.