



# FERPA

Family Educational Rights and Privacy Act of 1974

# What is FERPA?

## **Protects students' rights at post secondary institutions**

- **Regardless of age**
- **In regard to education records**

## **Grants four specific rights to students**

- **Inspection of their education records**
- **Seek amendment to their education records**
- **Consent to disclosure of their records**
- **To file a complaint with the U.S. Department of Education in Washington D.C.**



# EDUCATION RECORDS

## **Any record directly related to a student**

- **Maintained by Auburn University**
- **Contracted parties acting on the behalf of Auburn University**
- **Contains student's personally identifiable information (PII)**



# NOT EDUCATION RECORDS

## **Sole Possession Records**

- Private notes held by school officials
- Never released to others
- Not accessible by others

## **Medical Treatment Records**

## **Law Enforcement Records**

- Refer to Campus Safety

## **Employment Records**

- Refer to Human Resources Department

## **Alumni Records (no longer a student)**

- Not related to Education Record



# EDUCATION RECORD FORMAT

- Registrar's office document
- Computer printout in your office
- Class list saved on your desktop
- Computer display screen
- Advisement session notes



# DIRECTORY INFORMATION

Student information that can be disclosed

- Student's Complete Name
- Addresses
- Telephone Numbers
- Auburn University E-Mail Address
- Participation in Recognized Sports/Activities
- Photos, Video, or Electronic Image (released only in connection with official A.U. publications)
- Term/Dates of Attendance
- Enrollment Status (full or part time)
- Most Recent Classification and Curriculum
- Degrees and Awards Received

**Students can restrict the release of Directory Information. Do not release any Directory Information if prompted that a restriction has been placed.**

# Non-Directory Information

## Most Common Examples of Non-Directory Information

- GPAs and Grades
- Transcript(s)/Academic history
- Student schedule
- Class Attendance
- Personal Identifiable Information (PII that is not already listed as directory information)
- Gender
- Race
- SSN
- Birth Date



# LEGITIMATE EDUCATIONAL INTERESTS

## **School officials can receive student records**

- Legitimate educational interest
- If required to fulfill professional responsibility

## **Professional Responsibilities**

- Tasks specified in his/her position or contract agreement
- Tasks related to student's education

**Does NOT convey an inherent right to all student information**





# Posting of Graded Materials and Class Rosters

## **Violations**

- Public posting of class roster and grades by identifiers
- Leaving personally identifiable graded papers, exams, or lab books open and unattended
- Improperly using e-mail

## **Examples of Acceptable/Unacceptable Class Practices**

- Acceptable: student access to fellow students' names/e-mail addresses on a roster within the class
- Not Acceptable: uploading official rosters that include student identifiers

**Applies to online and traditional classes**

**Never share class rosters with guest speakers**

# Proper Custody of Confidential Records

- Not leaving records on desks or tables
- Securing computer screens
- Placing copiers, fax machines, or printers in secure locations
- Shredding
- Safeguarding passwords
- Distributing grades in proper format
- Encrypting drives that contain students' education information



# The Family Portal

- Allows parent/guardian to request access directly from the student
- Parents/Guardians have their own user name and password
- Maintained by the Parent and Family Programs Office

[familyportal.auburn.edu](http://familyportal.auburn.edu)

[Auburn.edu/aupa](http://Auburn.edu/aupa)

# Letters of Recommendation

Release required if letter contains non-directory information, and must:

- (1) Specify the records that may be disclosed
- (2) State the purpose of the disclosure
- (3) Identify the party or class of parties to whom the disclosure can be made

If the person writing the recommendation keeps the letter on file, it is part of the student's education record and the student has the right to read it unless he or she has waived the right to access.

# In Conclusion

To protect the University and yourself, the release and review of materials from educational records are best handled by designated offices within the University.

Do not share information from a student's educational record, including grades or grade point averages, with other faculty or staff members of the University unless it is your responsibility to do so, and unless they have a legitimate need in order to perform their duty at Auburn University. Those outside your line of responsibility who need confidential student information should obtain the information from the official source.

Do not share confidential information from student educational records such as grades or grade point averages with parents.



*Direct inquiries to the Registrar's Office*