FERPA Basics

education records to third

[redacted]

[redacted]

right [redacted]

personally [redacted] education records pertaining

Wr^® s« ^| ê/ i ¯g^®s~ | Mkg~ª i ë

directly related to a student (“education records” are all those records that are personally identifiable”) and;

Is maintained by the school or another party acting on behalf of the school

Wr~ s« ^ êMsq r® 6~z i kªë

Either parent of a student in a school which receives [illegible]

1. [illegible] attends a postsecondary institution. FERPA rights pass from the parent(s) to the student.
2. The rights of a student begin when the student is in attendance as defined by the institution.

Parent Rights vs. Student Rights

Parents may obtain access to their child's education records by:

1. Obtaining a waiver of the student's rights
2. Obtaining a written consent from the student to allow the university to provide records to the parent.

Annual Notification

The university must annually notify students of their right to:

Inspect and review their education records

Seek amendments to their education records

Consent to disclosures, except to the extent that the law authorizes disclosure without consent

File a complaint with the U.S. Dept. of Education alleging failure to comply with FERPA requirements.

General Rules

1. The university must within 45 days records
2. The university must and/or

   The university may information from the student's education... without the student's written consent unless a qualified exception exists.

Disclosure Exceptions

The university may disclose personally identifiable information from education records without consent under the following conditions:

1. To determined officials of school officials who have been determined to have legitimate educational interests.
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
3. To specified state and local authorities, or to comply with a judicial order or lawfully issued subpoena.

Disclosure Records

The university must maintain a record of each request for access to, and each disclosure of, personally identifiable information from individual student records unless the disclosure was

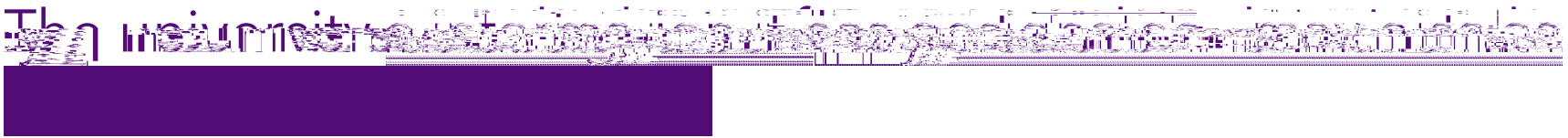
- The student;
- [illegible]
- A party with written consent from the student;
- Under the terms of certain forms of a subpoena; or
- Directory information

Directory Information

Directory information includes:

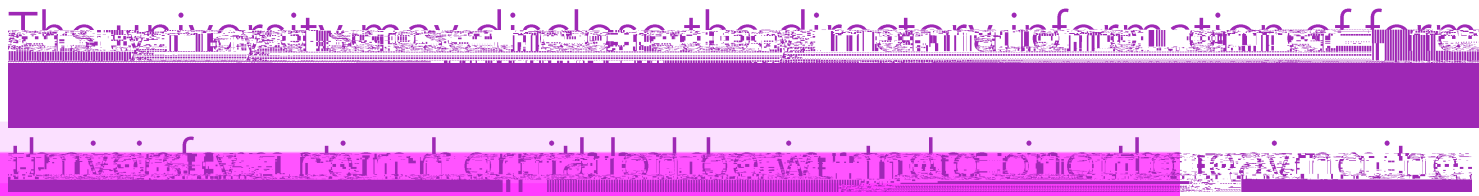
- [redacted]
- [redacted]
- [redacted]

Directory Rules



Exception: A student may request their directory

students.



Directory Rules

[illegible]

the Registrar.

[illegible]

FERPA Resources

For advice on how to handle specific situations or answers to general questions, please contact:

Karen Julian

Assistant Vice President

Student Data and Registrar, ITS

(651) 962-