

FERPA: Quick Reference

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. This law also affords students certain rights with respect to their education records.

ALL SHSU faculty are required to understand and comply with FERPA regulations.

Student Rights Under FERPA

- Inspect and review their education records within 45 days of their request
- Request an amendment of their education record
- Consent to disclosures of personally identifiable information contained in their education record
- File a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA

FAQ's



Can Faculty Access Student Academic Records?

Faculty must have a legitimate educational interest in order to access a student's academic record.



Do Parents' Have Rights Under FERPA?

Parents have rights under FERPA until a student becomes an "Eligible Student."



What Happens If SHSU does Not Comply With FERPA?

The student has the right to file a complaint with the U.S. Department of Education. This complaint may result in the loss of federal funding for financial aid.



Do FERPA Rights expire?

FERPA protections expire upon the death of an "Eligible Student."

SHSU's Directory Information

- Name
- Permanent Address
- Major
- Minor
- Honors and awards
- Classification
- SHSU Email
- Home Telephone Number
- Degrees, Diplomas, certificates, and dates of awards
- Extracurricular Activities
- Weight, height, and related information of Athletes

Personally Identifiable Information

- SSN
- Marital Status
- Student Name
- Family Members Name
- Place of Birth
- Residency Status
- Information that when combined, can identify a student

Education Record

- Records directly related to a student and maintained by an educational institution or party acting for the institution
 - Class Schedule
 - Grades/GPA/Academic Standing
 - Test Scores
 - Academic Transcripts
 - Disciplinary Records

Eligible Student

- A student who has reached 18 years of age or is attending an institution of postsecondary education

Educational Interest

- A legitimate educational interest is when access to student records is for the purpose of performing an educational/administrative function for the University



FERPA: Do's and Don'ts

FACULTY REFERENCE

Directory Information

Directory information can be released without a student's consent unless they are listed as confidential in Banner. **Do** confirm with the University Registrar if you are not sure of a student's status.

Letters of Recommendation

Do obtain written permission from a student if your letter of recommendation will include information from the student's educational record (grades, GPA, etc.) Since the letter of recommendation is part of the student's education record, the student has the right to read it unless they have waived that right of access.

Health and Safety Emergency

Do disclose information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if the information is necessary to protect the health or safety of the student or other individual.

Posting Grades

Grades are considered educational records. **Do not** share/post student grades along with PII (Personally Identifiable Information). **Do not** leave graded exams, papers, or assignments out for students to pick up.

Checking Attendance

Do not record attendance by passing around a class list that contains the students SAM Id or username. It is acceptable to pass around a roster with names and have students sign next to their name.

Parents & FERPA Rights

Parents do not have rights to view, obtain, or amend a student's educational record of an eligible student. **Do not** release information to a parent without written and signed consent from a student.