FERPA Basics

education records to third

[redacted]

[redacted]

right [illegible]

personally identifiable education records pertaining

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identifiable") and;

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 begins attendance as defined by the institution.

Parent Rights vs. Student Rights

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

1. Claiming the child as a dependent student
2. Obtaining 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 of personally identifiable information contained in their education records
- 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
   education
   without the student's written consent unless a qualified exception exists.

Disclosure Exceptions

The university may disclose personally identifiable information under the following conditions:

1. [redacted] determined officials and school officials who have been given legitimate educational interests.
2. [redacted] officials of another school, school system, or [redacted] student seeks or intends to enroll.
3. [redacted] 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

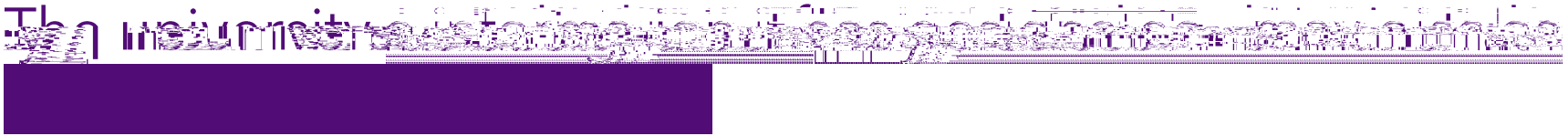
- To a school official
- A party with written consent from the student;
- Under the terms of certain forms of a subpoena; or
- Directory information

Directory Information

Directory information includes:

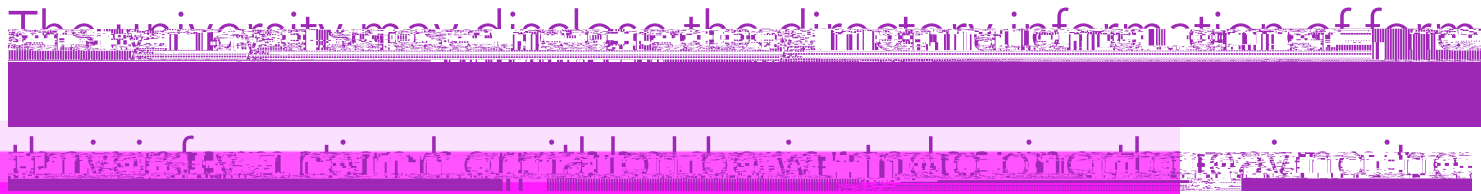
- [redacted]
- [redacted]
- [redacted]

Directory Rules



Exception: A student may request their directory

students.



Directory Rules

[redacted]

[redacted] the Registrar.

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

FERPA Resources

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

Karen Julian

Associate Vice President

Student Data and Registrar, ITS

(651) 962-