



# FERPA

**Family Educational Rights  
And Privacy Act (1974)**

**“Buckley Amendment”**



# FERPA

## When do FERPA Rights begin?

- When a person becomes matriculated or enrolls for a course (credit or non-credit )at The Sage Colleges.

## Why is FERPA so important?

- It's the law
- Failure to comply results in withholding of Federal Funding
- Lawsuits
- It's our ethical responsibility to protect their privacy



# FERPA

## Student Rights

- The right to inspect and review their own academic record
- The right to seek and amend their educational record
- The right to control disclosure of their academic record
- The right to file a complaint with Family Policy Compliance Office of the Department of Education
- The right to obtain a copy of the college's FERPA policy



# FERPA

## Academic Records

- ✓ Personal Information
- ✓ Grades
- ✓ Schedules
- ✓ Class lists
- ✓ Transcript Information
- ✓ Social Security Numbers

## Form of Records

- ✓ Media
- ✓ Handwritten
- ✓ Print
- ✓ Tape
- ✓ Film
- ✓ Electronic
- ✓ Computer



# FERPA

## **Directory Information may be released to outside parties if considered appropriate such as:**

- College Faculty & Staff as pertaining to their employment at the college
- Representatives of agencies from which the student receives financial aid
- Federal and state officials
- U S Armed Forces
- IRS

## **Directory Information (Unless restricted by a student's request)**

- Name
- Address
- Telephone Number
- Email Address
- Field of Study
- Dates of Attendance
- Degrees, Awards, Recognized Activities

(Per federal law, the military has access to the above information as well as age/date of birth and birth place)



# FERPA

## Parental Rights

- The student has signed a FERPA Waiver Form
- There is an emergency situation regarding safety of the student or other members of the campus community



# FERPA

## FERPA Waiver Forms

- Must be completed PRIOR to any discussions with designated individuals
- Must be completed every academic year and delivered to the Office of Student Services
- Can be revoked any time by a student
- Will be entered in ARAC by Student Services
- Form can be found on the Student Services Website



# FERPA

## To Avoid FERPA Violations

- Never use social security numbers
- Do not leave any graded material around
- Do not circulate printed class lists
- Do not give out schedules
- Do not talk on the phone or in hallways about student information
- Hide computer screens from view of others
- Lock computer when not at work station
- Flip over papers with student information on them when not at work station



# FERPA

## Reminder!

- When in doubt, forward requests to the Registrar prior to giving any information.
- Check for the FERPA Waiver Form first.
- Do not discuss information in the halls, over the phone, via the fax.



# FERPA

Additional information on the Family Educational Rights and Privacy Act can be found at

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Protecting the privacy of our students is our ethical responsibility.