

FERPA

Family Educational Rights and Privacy Act



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What is FERPA?

- FERPA is a federal law, also known as the Buckley Amendment
- Protects the privacy of a student's educational records
- Applies to all schools that receive federal funding (e.g. financial aid)
- It is enforced by the

**Family Policy Compliance Office
U.S. Department of Education**



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What is an Educational Record?

Any record, with certain exceptions, maintained by an institution that is directly related to a student.

- Exams
- Transcripts
- Graded papers
- Notes from a conversation with a student
- Computer screen displaying student information
- Email containing information about a student



Directory Information

Information not generally considered to be an invasion of privacy if disclosed

Directory Information:

- Student name, address & telephone number
- Email address
- Date/place of birth
- Major field of study
- Participation in officially recognized activities
- Height and weight of athletic team members
- Dates of attendance
- Degrees Awarded
- Most recent school attended

NOT Directory Information:

- Race
- Ethnicity
- Gender
- Citizenship
- Religion
- UC ID or SSN (full or partial)
- Grades
- GPA
- Class Schedule



FERPA applies to a student at UC as of the student's first day of class and stays in effect from that point forward.



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Student Permission

- Each student is given the choice to complete a FERPA Disclosure form.
- The student must check which areas they wish to include in the release.
- The student must list the person(s) they want to authorize.
- The student has the right to change the FERPA Disclosure form at any time.



FERPA DISCLOSURE

Students' <u>Current</u> Home Location (Check One):	Charleston	Beckley	Online	
Student Name:				
Student ID:		Please provide a 4-digit PIN for FERPA: *This number will be used to allow us to talk to your family members.		*
Address:				

Under the Family Educational Rights and Privacy Act (FERPA), the University of Charleston is permitted to disclose information from your education records to your parent if they claim you as a dependent for federal tax purposes.

Please indicate whether your parents claim you as a tax dependent.

Yes. I certify that my parents claim me as a dependent for federal income tax purposes.

No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

Student Signature _____

I consent to the disclosure of my education records to my family member, if they use my FERPA PIN for reasons listed below. The authorization will remain in effect until the student is no longer a student or completes the “Repeal of Student Records Form”

Academic process, including GPA and course grades

Financial Information

Family Name(s) and relationship:

Parental Authentication

We must identify and authenticate the identity of parents -- who claim their child as a dependent or who have a student who has signed a waiver -- before disclosing educational records.



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Exceptions to the Consent Rule

Schools may disclose education records to parents *if*:

- * the student is a dependent for income tax purposes;
- * a health or safety emergency involves their son or daughter;
- * the student is under age 21 and has violated any law or school policy concerning the use or possession of alcohol or a controlled substance.



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Student Rights

UC will provide annual notification to students of their right to:

- Inspect and review their educational records
- Request an amendment to their educational records
- Request that their directory information not be disclosed
- File a complaint with the U.S. Department of Education



For more information

A detailed statement of UC's FERPA policy is in the University of Charleston Academic Catalog



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