

STUDENT PRIVACY RIGHTS UNDER FERPA

Responsible Unit: Office of the Registrar

References: KCTCS Code of Student Conduct, Family Educational Rights and Privacy Act of 1974 (FERPA-20 U.S.C.1232g; 34 CFR Part 99))

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Date(s) Revised:

The Family Educational Rights and Privacy Act is a Federal law that protects a student's rights and the privacy of their education records. FERPA provides a student the following primary rights:

- the right to inspect and review the their education records which are maintained by the school;
- the right to request that a school correct records which the student believes to be inaccurate;
- the right to consent to the release of information in a student's record which may be personally identifiable; and
- the right to file a complaint with the FERPA office when an institution is believed to have failed to comply with this Act.

Education records are records which are maintained by an educational institution or another party acting on behalf of the institution which directly relate to a student.

Education records are **not**: personal records that are not shared, law enforcement records, medical records, employment records, or post-attendance records.

Written permission must be in the form of a signed and dated document which identifies the student, specifies the records being disclosed, and specifies the identity of the person or institution to which the records will be disclosed.

Listed below are special do's and don'ts to assist faculty and staff when dealing with FERPA issues. Any questions should always be directed to the Registrar's Office.

Special "Do's for Faculty and Staff

- Do obtain written permission from the student before sharing educational record information, including grades and GPA, with parents or others outside the institution.
- Do keep only those records pertaining to a student that are necessary for the fulfillment of your teaching or advising responsibilities. Your personal notes are not considered educational records as long as you do not file them with educational records and do not share them with other individuals.

- Do write letters of recommendation as requested by the student, however, if the student requests you discuss personally identifiable information that you obtain from the student's educational record (grades, GPA, etc.) be sure to obtain a written consent from the student.
- Do review KCTCS policy before responding to a request for educational records. For more information refer to the KCTCS Catalog online at:
<http://kctcs.edu/students/Programs%20and%20Catalog>

"Don'ts" for Faculty and Staff

- Don't release grades or PeopleSoft ID numbers over the phone.
- Don't display student scores or grades publicly in association with names, social security numbers, PeopleSoft student ID numbers or other personal identifiers. If scores are posted, use a code known only to you and the students.
- Don't leave graded papers or tests unattended on a desk in plain view in a public area nor allow students to sort through them in order to retrieve their own work.
- Don't circulate a printed class list with combinations of student names, identifier numbers, or grades as an attendance roster.
- Don't send notification of grades via email or post card.
- Don't place transcripts or degree audits distributed for purposes of advisement in plain view in open mail boxes located in public places.
- Don't discuss the progress of any student with anyone other than the student (including parents, spouses, and relatives) without the written consent of the student.
- Don't provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.
- Don't release directory information on a student without checking to see whether the information has been flagged for non-release.