

Family Educational Rights and Privacy Act



FERPA

**UNIVERSITY OF PUGET SOUND
OFFICE OF THE REGISTRAR**

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Introduction

This presentation will help you better understand the university's FERPA policy. The presentation will cover:

- ❖ **A background of FERPA.**
- ❖ **The definition of a student.**
- ❖ **The definition of educational records.**
- ❖ **The definition of a university official.**



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What is FERPA?



The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Enacted in 1974, the law gives students and parents several rights. Once the student turns 18 or enters a postsecondary school at any age the rights are transferred to the student.



What is FERPA?



FERPA gives students

1. The right to inspect and review education records.
2. The right to seek amendment of education records.
3. The right to consent to the disclosure of education records.
4. The right to obtain a copy of the university's FERPA policy.
5. The right to file a complaint with the Department of Education's FERPA Compliance Office.



Definitions



Now that you have some background about FERPA, you will need to know some definitions.

First, who is considered a student



Definition (Student)



The term is applied broadly. When applied to the FERPA policy, the University of Puget Sound uses the following definition:

- ❖ **Student:** Any person who attends or has attended the university.



Definitions (Educational Records)



The next definition explains what is considered a student's education records.



Definition (Educational Records)



Again, the definition is broad,

“any record maintained by the university which is directly related to a student”. This includes a range of information about a student that is maintained by a school in any recorded way such as handwriting, print, computer media, video or audio tape, film, and microfilm. This means that almost any document which contains information about a student can be considered part of the student’s educational record. Examples are.....



Definition (Educational Records)



- ❖ A document that contains, date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies.
- ❖ A Transcript.
- ❖ Any communication that includes grades (midterm or final). □
- ❖ Academic Sanction information.
- ❖ An Advisement Report.



Definition (Educational Records)



There are some exceptions:

- ❖ Personal records kept by university employees which are in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute. □
- ❖ Employment records unless the employment records are contingent on the fact that the employee is a student. □
- ❖ Records maintained by Security Services solely for law enforcement purposes. □
- ❖ Records maintained by Counseling, Health and Wellness Services. □ Pastoral counseling records maintained by the University Chaplain.
- ❖ Alumni records.

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Definition (Educational Records)



Take a look around your desk. Do you have documents in plain site that contain personally identifiable information about a student? An Add/Drop form, a grade roster or class list that has student UPSID's? What is visible on you computer screen?



Definition (University Official)



The final definition explains who is considered a university official. A school official will be someone who has a legitimate educational interest in the records. A school official is:

- ❖ **A person employed by the university in an administrative, supervisory, academic, research, or support staff position,**
- ❖ **A person elected to the Board of Trustees.**
- ❖ **A person employed by or under contract to the university to perform a special task, such as legal counsel or an auditor.**
- ❖ **A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.**



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How is FERPA Applied?



You now have definitions of who a student is, what are considered educational records and who is a university official. Let's see how FERPA is applied. There will be some examples of how you may encounter situations that involve compliance with FERPA policy.



How is FERPA Applied?



1. The right to inspect and review your education records.

As a student you have the right to have access to review their education records. The school has 45 days to comply with a request. In most cases Puget Sound will not take 45 days. However the 45 days allows the school time to gather any information that should be a part of a file. It also allows time to remove or redact personally identifiable information about another student.



How is FERPA Applied?



2. The right to seek amendment of your education records.
If upon reviewing their records a student finds any information in their record is inaccurate or misleading, the student may request in writing that the office which contains those records amend the records. There are different offices that are custodians of different types of education records.



How is FERPA Applied?



Type of Records	Office Location	Custodian
Admission and Academic Records	Office of the Registrar Jones 013	Registrar
Financial Records	Student Financial Services Jones 019	Associate Vice President for Student Financial Services
Progress and Advising Records	Faculty Office at each Academic Department or School Office of Academic Advising Howarth 114	Department Secretary or Faculty Advisor Director of Academic Advising
Learning Disability Records	Center for Writing, Learning, and Teaching Howarth 109	Director of the Center for Writing, Learning, and Teaching
Physical Disability Records	Center for Writing, Learning, and Teaching Howarth 109	Director of Business Services
Disciplinary and Student Conduct Records	Associate Dean of Students' Office Wheelock Student Center 209	Associate Dean of Students



How is FERPA Applied?



3. A student has the right to have some control over the disclosure of their educational information. Your authorization to release information about your education records is required. There are some exceptions. These exceptions are referred to as Directory Information. This information may be released without written permission from a student. However, Puget Sound chooses not disclose this information without the student's consent.



How is FERPA Applied?



The following is considered Directory Information :

- I. Name and current enrollment.
- II. Local address, permanent address, and telephone number.
- III. Date and place of birth, dates of attendance, class standing, previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates), full-time or part-time status, and class schedule.
- IV. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) and photograph.
- V. Email addresses.



How is FERPA Applied?



If for any reason a student does not want directory information disclosed, the student can visit the Office of the Registrar to complete a Request to Prevent Disclosure of Directory Information form. A student may select any or all categories for information that should not be disclosed.



How is FERPA Applied?



4. The right to obtain a copy of the university's FERPA policy. You can receive a copy of the policy from the Office of the Registrar . Students are also sent a notification each academic year by email. The message will direct students to the Office of the Registrar's webpage.

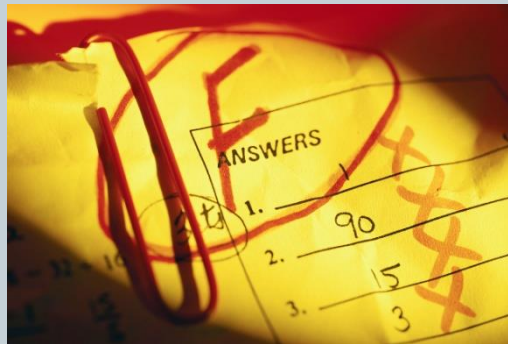


How is FERPA Applied?



As a person who has access to a student's education records, you must also know when it is appropriate to disclose information and when it is not. Here is a case you may encounter.

Mrs. Marley, the mother of a student contacts you to request information about her son Robert's progress. In the Fall 2013 term he was placed on probation. It is now the end of Spring 2014 and she is worried that he may receive an insufficient grade for his major.



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How is FERPA Applied?



Mrs. Marley has several questions

1. When will Robert's grades be available?
 2. What is his schedule for the upcoming term? She would like to help him with his plans to graduate on time.
 3. What grade would be sufficient for his major?
 4. Did he get sufficient grades in his other courses?
- What if any information can you disclose? Before you move to the next page, see if you can determine what information can be disclosed.



How is FERPA Applied?



1. When are Robert's grades due. The date when grades are due is not specific to Robert's records. You can let Mrs. Marley know the grade due date. This is not information that is personally identifiable to Robert.
2. What about his schedule? You may not release Robert's schedule. His schedule is specific to his academic record. Although a student's schedule is considered Directory Information, the policy is to not release that information without student consent.
3. What is the required grade for the Music Major? You can disclose this information. It is not specific and personally identifiable to Robert's record.
4. What grade did he receive? Robert's grades are a part of his education record. It is not considered Directory Information and **should not** be released without written consent.



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How is FERPA Applied?



A student's grades should not be disclosed. If a student would like to give authorization to speak with his or her parents, he/she can sign a Permission to Release Academic Information form. A student can contact the Office of the Registrar for the form. Once it is signed, a copy will be sent to the advisor, and Academic Advising.





Permission to Release Student Information
 Office of Academic Advising, Office of Dean of Students,
 Office of the Registrar, and Student Accessibility and Accommodation

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and University of Puget Sound policy, we do not release personally identifiable educational information and/or records, unless otherwise permitted, without the written permission of the student. By signing below, I authorize the sharing of otherwise protected information to the following people.

Name: _____ Relationship: _____
 Phone: _____ Email address: _____
 Name: _____ Relationship: _____
 Phone: _____ Email address: _____

Student name (print): _____ UPSID: _____ Phone: _____

Student signature: _____ Date: _____

_____ I am authorizing the Registrar's office to release my grades. Final grades will be emailed at the end of each grading period. Midterm grades will be sent if I withdraw from a course or I am not making satisfactory progress at that time.

I authorize the relevant Puget Sound employee to discuss the following categories with the people noted above.

- _____ Academic Progress/Grades
- _____ Class schedule/registration (number of units and course names)
- _____ Academic sanction (probation, dismissal, warning, suspension, or expulsion)
- _____ Major/minor and degree progress
- _____ Student conduct
- _____ Other _____

Authorization revoked – Authorization is in effect until degree completion or revoked.
 A student may revoke authorization at any time by signing below.

Student signature: _____ Date: _____

***This form does not authorize a release of information from the following offices:
 Counseling Health and Wellness – 285.879.1555, Wheelock Student Center 114
 Student Financial Services – 253.879.3214, Jones Hall 019***

OFFICE USE ONLY	Revoked
Grade release entered	
Copy of form sent to:	
Academic Advising	
Accessibility & Accommodation	
Dean of Students	
Registrar's Office	
Advisor notified	

How is FERPA Applied?



This concludes the presentation. The goal is to help you understand the importance of FERPA and how it is applied. If you have questions please contact the Office of the Registrar

By email: registrar@pugetsound.edu

By phone: 253.879.3217

Visit the office in Jones Hall room 013.

You can also find additional information at

<http://www.pugetsound.edu/academics/advising-registrar/know-educational-rights/>

