

# FERPA: What faculty and staff need to know



## **FERPA - Never Discloses:**

- Social Security number
- Student ID number
- Race
- Ethnicity
- Nationality
- Gender
- GPA
- Religion

## **Educational Records:**

- Personal information (name, etc.)
- Enrollment records
- Exams or papers
- Grades
- Schedules
- Anything in the student's Permanent Record
- Can include e-mail, printouts, notes, databases, etc.

## **FERPA Questions?**

Contact:  
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## **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student records. Any educational institution that receives federal funds under any program administered by the Secretary of Education must comply with FERPA. Rights given to students include:

- The right to inspect and review their current educational records.
- The right to request and amend their educational records.
- The right to limit disclosure of some "personally identifiable information" (directory information).

### **Educational Records ARE:**

Any record, with certain exceptions, maintained by an institution directly related to student(s):

- Files
- Documents
- Reports
- Tapes, disks, film, microfilm, microfiche
- Information from which students can be personally identified

### **Educational Records ARE NOT:**

- Sole possession notes
- Law enforcement records
- Records maintained exclusively for individuals in their capacity as employees
- Medical Records
- Alumni Records

### **ALWAYS**

Ask yourself:

- Am I sharing student information?
- Can someone personally identify my student from this information?
- Do I have parental consent?
- Do I know who has opted out?

### **NEVER**

- Send grades or non-directory information using unsecured methods (ie. regular email).
- Publicly post personally identifiable information (PII) without written parent consent.
- Use social media to connect students with classroom pages and events without parental consent.

### **DIRECTORY INFORMATION:**

Is information contained in an educational record of a student which would NOT generally be considered harmful or an invasion of privacy if disclosed and includes:

- Student's Name
- Address
- Telephone Number
- Participation in Activities
- Degrees Awarded
- Photographs
- Date of Attendance

Directory information IS considered public and can be released without written permission.