



The FERPA requires that a written institutional policy

RELEASING INFORMATION

If a student requests records be released to a third party, the University will require WRITTEN permission from the student before the information will be released.

A record of all releases of FERPA protected records must be maintained.



TWO TYPES OF STUDENTS

1. Normal FERPA releases without consent | Directory Information

Directory information can be released to the general public without written consent.

However, regulations allow students the right to restrict this information.

FERPA guidelines allow institutions to decide what information they will release as Directory information.

2. Absolutely no information sharing

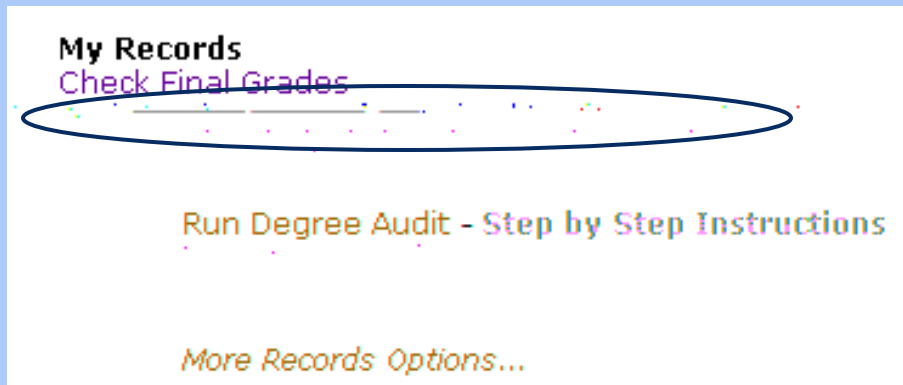
Students **MUST** provide written permission for release of SENSITIVE information to anyone outside the University.

Examples: Grade Point Average, Grades, Courses Taken, Student Schedules



RESTRICTING DIRECTORY INFORMATION

In the MyUT Portal students can select UPDATE DIRECTORY INFORMATION/RELEASE STATUS



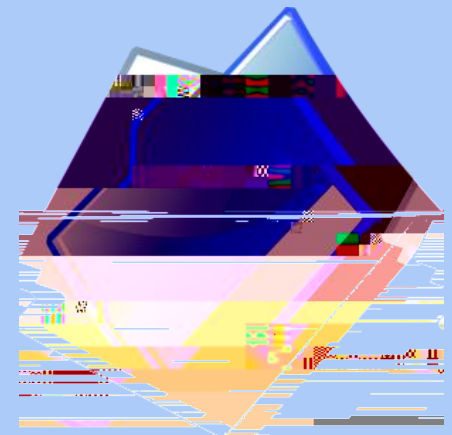
Or the student can go Rocket Solution Central in Rocket Hall Staff or Faculty can check the status in Banner by entering confidential a warning will pop up.

Faculty can also view confidentiality status on their Detailed Class List in the My UTPortal.

CONSEQUENCES OF RESTRICTING DIRECTORY INFORMATION

If a student restricts Directory Information, all information is confidential and requests for information will not be released.

THIS MEANS THAT UT FACULTY AND STAFF WILL NOT EVEN TALK TO THE STUDENT OVER THE PHONE. STUDENT WILL NEED TO HAVE ANY ACADEMIC CONVERSATION IN PERSON.



EDUCATIONAL RECORDS ARE NOT

Sole Possession Records Ì such as faculty/advisor personal notes.

Law Enforcement Records

Records maintained for individuals as employees Ì except records for individuals employed as a result of their status as a student (e.g. work study, student employees, etc.) are educational records.

Medical/Treatment records by means of a medical professional Ì however, any medical issue a student shares with the University regarding his or her personal circumstances are educational records.

These records have their own rules respecting privacy. They are not educational records and not subject to FERPA regulations.



Faculty members must be careful when notifying students regarding the grade they earned for a course or an exam. Posting a grade in a public area that lists the student name, social security number (full or partial), or student

EMAIL

Email notification of grades MUST be done only through University of Toledo email to University of Toledo email.

Use BLIND COPY when sending email notifications to a group of students

SECURE websites Ì student must be able to see only his or her own grades.

Students, faculty, and staff expect data in University systems to be secure.

DO NOT send sensitive information through email or instant messenger unless password protected or encrypted.

DO store sensitive information on a secure university network drive, or password protect and encrypt information on computers.

DO secure your office, lock doors, lock file cabinets, and lock your computer. DO NOT share sensitive information with anyone. DO NOT post sensitive information on social media.

PARENTS

Do they have the right to
view their child's
educational records?

Several years ago the
Department of Education
amended FERPA so that
institutions have the **OPTION**
to allow parents to view their
child's educational records.



When a student reaches the age of 18 or begins attending a post-

POLICIES AND PROCEDURES

In certain circumstances with parents or anyone else who is not an employee or school official with a legitimate educational reason. You can talk with a parent and describe University policies and procedures.

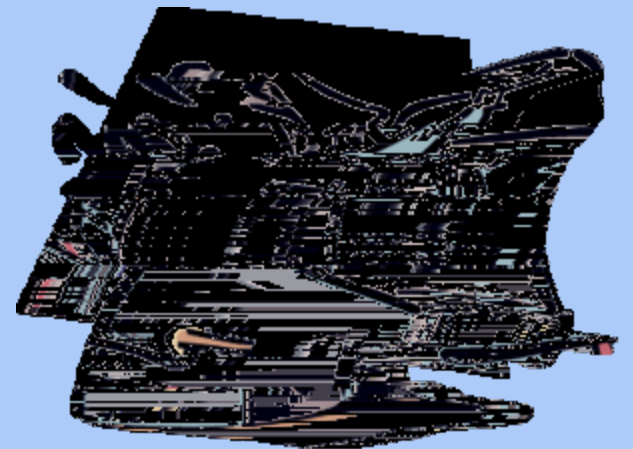
- Registration Add/Drop Policy

- Billing Procedures

- Disciplinary Process

- Placement Testing Process

- Complaint or Appeal Process



Rules

EDUCATIONAL RECORDS (FROM FERPA REGULATIONS)

Students have the right to inspect and review their records. A student who has been granted admission to the University may request to inspect or review his or her records.

Former students have the same rights under FERPA as presently enrolled students.

Deceased students have no FERPA rights.

An individual is not considered a student until the student has been granted admission to the University.

Individuals who are denied admission to the University do not have the right to review their educational records (specifically denied applications).

AMENDMENTS TO FERPA

Amendments to FERPA have been made in relation to Anti-Terrorism Activities:

CWcVYf'&\$\$%Ua YbXa Ybhg'hc'h\Y^I G5'DUhf]ch'57H'cZ'&\$\$%i'UZZYWh' FERPA regulations.

FERPA generally requires prior written consent from the parent or student before an educational agency or institution may disclose personally identifiable information from educational records to a third party.

THE LAW NOW INCLUDES EXCEPTIONS TO THIS GENERAL RULE!

EXCEPTIONS

The amendments to FERPA permit release of personally identifiable information from educational records to the Attorney General of the United States, or his designee, in response to an order, in connection with an investigation or prosecution of terrorism crimes, WITHOUT THE CONSENT OR KNOWLEDGE OF THE STUDENT OR PARENTS.



FERPA TEST

Faculty members have the right to review educational records of any student who is enrolled in their class.

True or False?

False – There must be a legitimate educational interest. Faculty and staff members may inspect student records as long as their intent is academically or administratively related to their class.

When a student record is restricted, we may verify the local address on file when contacted by telephone.

True or False?

FALSE Ì If the student has restricted his or her directory information, DO NOT discuss ANY INFORMATION over the telephone with anyone, including the student.

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notes do not have to be
released to a student.

Only in the case of an emergency may I H'hY``'U'ghi XYbhñg' spouse where the student is on campus, provided he or she has the ghi XYbhñg' =8 'bi a VYfž' birth date, and current address.

True or False?

FALSE Ì The ghi XYbhñg' gWYXi `Y' is noi3 ió

FERPA TEST

Graded assignments may be placed on a table or in a hallway for students to pick up after class when visible.

True or False?

FALSE Ì Faculty should NEVER place graded examinations or assignments in a public location where student identifying information such as a name or student ID number links the student with the grade. Also, faculty should NOT ASK ANOTHER STUDENT to Ì dUgg'ci hi' [fUXYX' examinations.

FERPA TEST

Faculty members may display student course work during class.

True or False?

FALSE – Faculty should NEVER display student assignment without prior written permission to do so regardless of the circumstances. Doing so may inadvertently display sensitive information.

FERPA TEST

Grades may be sent to students via University email.

True or False?

TRUE Ì Notification of grades via email MUST be sent from University of Toledo email to University of Toledo email only. Use of any other email addresses: sender or receiver is a violation of FERPA.

School officials
awarding academic
scholarships need
permission to review
records.

True or False?

A dependent
parent may submit a
notarized statement
preventing the
release of his or her
records to the other
parent.

True or False?

FALSE - If one
parent claims the
student as a
dependent for
income tax
purposes, the

If a police officer comes to your office to find a student who he or she has attempted to catch up with for a week, you may provide the officer with
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True or False?

FALSE Ì The release of non-directory information is appropriate only if
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protect the health or safety of the student
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Contact legal aff a(e

FERPA TEST

A parent may receive grades by faxing a copy of his or her current tax return proving that his or her child is a dependent.

True or False?

FALSE Ì Income tax returns should be provided in person along with the identification.

Suggest that the student order a transcript to be a U]`YX`hc ` \]g`dUfYbhgÑ address or have the student provide parents access through Proxy.

FERPA PRESENTATION PROVIDED BY: OFFICE OF THE REGISTRAR

Contact Information: Office of the Registrar

Phone: 419-530-4845

Email: Registrar@utoledo.edu

Further Readings:

FERPA website:

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

Office of the Registrar:

<http://www.utoledo.edu/offices/registrar/>

NOTE: The information shown here is general information about FERPA to acquaint all users of University computer resources with some of the privacy issues surrounding student educational records. It is not all-inclusive nor is it a substitute for legal advice on any particular issue.