



PRESENTS:

FERPA

Family Educational Rights and Privacy Act of 1974



Preliminary Information

- o FERPA protects the privacy of a student's educational records.
- o As an employee at a non-profit that is also an accredited university that receives Title IV funding, it is important you understand some basic information about FERPA and how to protect student information, should you have or gain access to it.



FERPA at-a-glance

- o Students at postsecondary institutions must be permitted to inspect and review their education records
- o School officials may not disclose personally identifiable information from a student's education record without the student's permission
- o Institutions are responsible for ensuring that all of its school officials comply with FERPA



FERPA Specifics

A student's primary rights under FERPA are:

1. to view the educational records an institution is keeping on the student.
2. to seek to amend those records and in certain cases append a statement to those records.
3. to consent to and control the disclosure of their educational records to others.
4. to file a complaint with the Family Policy and Compliance office in Washington, D.C.



FERPA Specifics

A student's primary rights under FERPA are:

to consent to and control the disclosure of their educational records to others.



This is likely the only item of FERPA that could directly impact you



Students have the right to consent to and control the disclosure of their educational records to others.

What does this mean and how might it effect you?



Students have the right to consent to and control the disclosure of their educational records to others.

Simply put, it means that students have the right to control what is given out and to whom it is given out with respect to any information we have on them. You can think about the information we have on a student as falling into two categories:



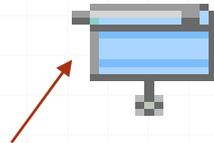
Student Information

Personally Identifiable Information (PII; think: *sensitive and private*)

- o Student ID number
- o Enrollment records
- o Student's exams or papers
- o Grades
- o Class schedules
- o Disability accommodation records
- o Disciplinary records
- o Faculty/staff emails to, from or about a student
- o Financial aid and account records
- o Student employment records
- o Gender/Ethnicity/Citizenship
- o GPA
- o Photographs
- o Social Security Number
- o Religious preference
- o Anything else that is not considered "Directory Info"

MBI Directory Information* (DI; think: *public and accessible*)

- o Name
- o Date of birth
- o Marital Status
- o Student's Photo/video/film
- o Job history or other info posted on an MBI job board
- o Addresses & telephone information
- o Email addresses
- o Dates of attendance
- o Participation in officially recognized sports and activities
- o Weight and height of members of athletic teams
- o Enrollment status
- o Classification (freshman, soph..., grad student, etc)
- o Degree major or program
- o Degrees earned
- o Academic honors and awards
- o Graduation date



* Students are able to remove these options from directory informational choices as indicated by accessing the above icon in the student's services center.



Students have the right to consent to and control the disclosure of their educational records to others.

School officials may not disclose personally identifiable information from a student's education record (anything from the previous slide) without written permission from the student.



Cutting to the chase...

What does this mean for you?

If you work with student employees occupying student-only positions, any information about them as a student may be covered under FERPA. This could impact your ability to be a job reference for another employer on the student's behalf.



Cutting to the chase...

What does this mean for you?

If you, for some reason, gain digital or physical access to student information, it is your obligation to comply with FERPA by not sharing, downloading, or copying this information. Also, you are not allowed to store any of this information on an unapproved storage device (such as a Google drive or your personal device; see the ITS data storage policies [here](#)).



Please contact the Office of Academic Records or Registrar at arecords@moody.edu or 312/329-4469 if...

- ❖ you are wondering whether or not one of your student workers has FERPA restrictions
- ❖ you want to know if some information to which you have gained access is covered under FERPA
- ❖ you believe you may have committed a FERPA violation
- ❖ your office would like to receive further training
- ❖ you have any other questions at all.

Additional information can be located at the U.S. Department of Education Website:

The Student Privacy Website can be found at:

<https://studentprivacy.ed.gov>