FERPA

The Family Educational Rights & Privacy Act of 1974

Protects the Privacy of Student Education Records
What is FERPA?

**Federal Law**

- Governs the rights of students and institutional responsibilities with respect to student records

**FERPA Governs**

- The Release of Education Records maintained by TTU & TTUHSC
- The Privacy of Student Education Records
- Student’s right to access their Education Records
FERPA Workshop

- Education Record
- Directory Information
- Protect Your Work Area
- Need to Know Basis
- FERPA Waiver Form
**Education Records**
- Grades
- Transcripts
- Student Schedules
- Papers
- Tests
- Test Scores
- Disciplinary Records
- Personal Identifiable Information

**Exemptions**
- Sole Possession Records
  - Documents used for your own personal memory aid

May NOT be released without Student’s Written Consent
Directory Information

Directory Information can be Released

Unless Restricted as Confidential in Banner Student

Directory Information

- Student Name
- Local & Permanent Addresses
- Place of Birth
- Student Organization
- Home Newspaper
- Enrollment Status
  - Full-time
  - Part-time
  - Half-time
- Major Field of Study
- Degrees, Awards, and Honors Received
- Dates of Attendance
- Classification
- Academic Level
- Participation in Officially Recognized Sports/Activities
- Weight/Height of members of Athletic Teams
- Photographs

Caution

If the Student requested their Directory Information be withheld, no information can be released to anyone either...

1. outside the university, or
2. within TTU/TTUHSC who does not have a need to know basis
Not Directory Information

Information that cannot be released without consent of student

- Social Security Number
- TTU|TTUHSC Assigned Number (Tech ID)
- E-mail Addresses
  - ttu.edu, ttuhsc.edu, Yahoo, Gmail, Hotmail
- Students Telephone Numbers (New)
- Date of Birth (New)
- Race | Ethnicity | Nationality
- Gender
Who Must Comply?

**All Offices**
- Registrar’s Office
- Admissions Office
- Financial Aid
- Student Business Services
- Academic Departments
- Dean’s Office
- Auxiliary Departments

**All Employees**
- Faculty
- Staff
- Advisors
- Student Assistants
Who’s Considered a Student?

FERPA Applies to any Individual **who is or has been attendance**

- **Residence Courses**
- **Off-Campus Sites**
- **Outreach and Distance Education**

**Any Individual Who is in Attendance at TTU/TTUHSC**
(regardless of Age)

**Including Former Students**
When Does Attendance Begin?

Attendance is the Date the student actually **attends** their **first day of class**

As of that date, the Student’s Education Record is covered under FERPA
What is Considered a Record?

Any Information maintained in any way, including, but not limited to:

- Banner Student
- Xtender
- Cognos
- E-mails
- Handwritten Documents
- Computer Generated
- Microfilm and Microfiche
Protect Academic Records
Take Responsibility in
Securing Work Area and Computer

Work Area
- Protect Documents
  - Cover or Turn Over all documents with student information
- Secure Documents
  - Do not allow anything confidential to be removed from your work area either physically or mentally

Computer
- Minimize
  - Banner Student (INB & Raiderlink | WebRaider)
  - Xtender
  - Cognos
  - E-mails
Need to Know Basis

Legitimate Educational Use Only

Need To Know Basis Only

If it does not pertain to performing your office duties

Do Not Look

Because You are
“Interested” in their Records
Is not a Need to Know Basis
TTU FERPA Waiver
Education Information Waiver Form

Student’s Written Signed Release
- A FERPA Waiver form allows the university to supply Education Records to the appropriate person on the form
- Waiver remains in effect unless rescinded by Student
- **Xtender** in Legal Documents

Form Located
- [www.reg.ttu.edu](http://www.reg.ttu.edu)
- [www.ttuhsc.edu/registrar](http://www.ttuhsc.edu/registrar)
- **Education Waiver Form** (FERPA)
We have a FERPA Waiver Form
What does that mean?

TTU/TTUHSC can release any Academic Information
either in Person or via Written Request to
the Individual listed on Waiver Form

- Transcript Information
- Grades
- Student’s GPA
- Student’s Schedule

Important:
No Academic Information can be released over the phone
# Understand the Difference
Directory Information vs. Academic Records

## Directory Info
**Personal Information**
- Student Name
- Local & Permanent Addresses
- Major Field of Study
- Dates of Attendance
- Classification
- Degrees Received
- Academic Level
- Enrollment Status
- Place of Birth
- Participation in Officially Recognized Sports/Activities
- Weight/Height of Members of Athletic Teams
- Photographs

Unless Marked as Confidential in Banner Student

## Academic Records
- GPA
- Transcript
- Student Schedule
- Grades
- Personal Identifiable Info
- Race
- Ethnic
- Nationality
- Gender

Written Request Required Prior to Release
How a Student or Parent Gain Access to Records

**Students**

- Show Picture ID

**Parents**

- Student fills out TTU FERPA Waiver Form giving Parent/Spouse access
- Show proof they claim the student as a Dependent on their Income Tax Forms

**Caution**

Nothing can be released over the phone in regard to Academic Information
Notification about FERPA

Student Affairs WEB site
http://www.ttu.edu/administration/studentaffairs/
Student Handbook
-Student Records-

TTU FERPA Waiver Form
www.reg.ttu.edu
www.ttuhsc.edu/registrar
Contacts

Family Policy Compliance Office
U S Department of Education
600 Independence Ave, SW
Washington, DC  20202-4605

Bobbie Brown
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742-3661

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When In Doubt ~ Don’t Give It Out