



# CUESTA COLLEGE

## SUMMARY FERPA GUIDELINES FOR FACULTY & STAFF

### RELEASE OF STUDENT EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent.

One of those exceptions permitted by FERPA is the release of **Directory Information** to parties outside the institution. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. The following Directory Information may be released without student signature of approval:

1. Student Name
2. Field of Study
3. Degrees and Certificates Earned
4. Dates of Attendance
5. Level of Enrollment (# of Units)
6. Participation in officially recognized activities and sports

Students may withhold Directory Information by notifying the Admissions & Records Office in writing. Students with "Directory Holds" are noted in the Banner system; release of "Directory Hold" records to third parties or acknowledging that such students are at Cuesta is prohibited without the student's written permission to do so.

In most instances all other student educational record information may not be released without written consent of the student, other than to school officials with a "need to know." This includes grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. For more information on FERPA guidelines, go to [www.nacada.ksu.edu/Resources/FERPA-Overview.htm](http://www.nacada.ksu.edu/Resources/FERPA-Overview.htm) or [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

## GUIDELINES FOR RELEASE OF INFORMATION

### A. To the Student

In person: no signature required; if in the presence of other 3<sup>rd</sup> parties, only release information specifically requested by the student.

Phone requests: must verify that the requester is the student, by asking all of the following: name, birth date, social security number, dates of attendance.

**If the requester can not confirm, do not release.**

### B. To School Officials

No signature required if requester has "need to know" in order to carry out responsibilities.

### C. Third Parties (parents, spouses, other students, references, schools, general public)

If releasing information other than directory information, you **must** have a signature of release and may only release specific information designated by the student.

Note: You are **not** obligated by FERPA to release information to third parties. Therefore, if the requestor asks to eliminate important information, you would deny the request.

### Examples:

- a. Send my transcript but only the courses with "A" and "B" grades.
- b. Send a reference but you can not mention my unsatisfactory marks in student teaching.

If releasing **directory information only**, signature of release is **not** required unless student has placed a "directory hold" – see reverse side.

### Daily Checks:

1. If your office is in an open area:
  - a. Close all files when not in use or when third parties are present.
  - b. Position computer screen so that third parties can not see information; log off whenever leaving work area.
  - c. Check to see if printers, copiers, fax machines, etc. are in secure areas; if not, relocate them to one.
  - d. If discussing educational record information with the student, whenever possible, go to a private office or area so the conversation is not overheard.