

FERPA Training  
Faculty/Employee Training

- 1) FERPA
  - a. Family Educational Rights and Privacy Act
  - b. Also called the Buckley Amendment
  - c. Grants Students Rights
    - i. To access their educational records
    - ii. To seek to amend their educational records
    - iii. To have some control over the release of their educational records
    - iv. To file a complaint regarding alleged FERPA violations
  - d. Rights are with the parent in primary and secondary school
  - e. Rights transfer to the student upon enrollment at post-secondary
- 2) Education Record
  - a. Records that are directly related to a student and are maintained by the university or by a party acting on our behalf
  - b. Examples are grades, GPA, class schedule, etc.
- 3) University Policy
- 4) Directory Information
  - a. MAY be released without a student's consent
  - b. University is never required to release directory information
  - c. Student may formally request to not have their directory information released.
- 5) Releasing to a 3<sup>rd</sup> party:
  - a. With student's consent
  - b. If 3<sup>rd</sup> party is an employee with a legitimate educational interest
    - i. Curiosity is not a legitimate educational interest
    - ii. Just because you have "access to" a student's information does not mean you have a legitimate educational interest to view the record. Never access the records of students for personal reasons.
    - iii. Just because you are an employee does not mean that you have a legitimate educational interest.
- 6) Faculty FAQs
  - a. Always authenticate a university official before you release student records
  - b. Never disclose confidential information to the media
  - c. Never link a student's name to his/her ULID or SSN) or any portion of these numbers
  - d. Never include confidential student information in a reference letter without the student's prior consent
  - e. A faculty/employee's private notes that are kept in the sole possession of the faculty member/employee are not considered to be part of a student's educational record
  - f. Never give your password to anyone for any reason.
  - g. As a rule of thumb, presume that all student information is confidential, and do not disclose information without a student's consent except to University officials who have a legitimate educational interest in the information. Consult with the Registrar's Office to understand which information the University can properly disclose.
- 7) Questions
  - a. This information is intended to be a brief overview of FERPA and is not intended to be a comprehensive review of FERPA or other issues surrounding student educational records. If you have any questions regarding FERPA or student educational records, please contact the University Registrar at [mickey.diez@louisiana.edu](mailto:mickey.diez@louisiana.edu).