



Family Education Rights Privacy Act (FERPA)



What is FERPA ?

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that **protects the privacy of student education records.** Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.

Directory Information

Some information in a student's educational record is defined as directory information under FERPA. The school may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

- Name
- Address and County of residence
- Phone number and email address
- Program of Study
- Dates of attendance
- Enrollment status (full or part-time status)
- Degrees, Diplomas, Certificates and awards received
- Name of institution last attended
- Participation in student organizations, activities and sports
- Height and weight of athletic team members
- Photograph(s)

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- Education records transfer to the student when they reach the age of 18 or attend a postsecondary school at any age.
- Students must provide the college with written consent to allow college representatives to speak to other parties about the student's college education record.
- Without a signed FERPA release on file, college representatives are not permitted to discuss the student's information with parents or guardians.