



NEO: FERPA

This course provides an introduction to The Family Educational Rights & Privacy Act, or FERPA.

Navigation:

A navigation panel will appear on the left-hand side once you begin this course. Use the menu to move through each of the sections. Once you have finished reviewing a section you will receive a check mark next to that section indicating it is completed. Please complete each section before moving on to the next.

This is an interactive virtual training designed to be self-paced. Please ensure that you click on all interactive media (a plus sign indicates additional content, click on flashcards to reveal more information, etc.) to fully engage with the information.

Click **START COURSE** to begin.

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Overview



FERPA

The goal of this presentation is to introduce you to the Family Educational Rights & Privacy Act, also known as FERPA, as well as the laws and policies at FSU that govern student privacy and rights.

If you have questions or concerns not answered in this presentation, please contact the Registrar's Office by emailing: registrar@fsu.edu. The Registrar's Office serves as the primary point of contact for all FERPA issues at FSU. They will be happy to answer your questions or provide additional training.

FERPA: A Federal Law



FERPA is a Federal Law. It supersedes Florida's Sunshine State Open Records Laws.

Since FSU receives federal funding and many of our students rely on federal grants and financial aid, it is vital we comply with FERPA regulations to avoid any potential negative impact to funding opportunities.

FERPA Key Points:

- 1 Transfers parental rights to student upon enrollment in a higher education institution or when the students reaches age 18, even if their parents are funding the student's education.
- 2 Protects the privacy of both *past* and *current* students' records.
- 3 Establishes students' rights to review their educational records and provides guidelines for the correction of inaccurate information.

FERPA provides students with a way for the student to have their records corrected, if they detect errors. In this way, it protects students' privacy by restricting the release of non-public information in their educational records to third parties, including parents, even if those parents are funding the students' education.

For detailed information, visit the FSU Registrar's [FERPA Overview](#) site.

What FERPA Covers



Directory/Public Information*

The information below is considered to be Directory or Public Information. This information may be released to anyone who requests it. Directory information is considered what people can generally obtain via the internet or sources other than FSU.

*This information may be disclosed unless a student has a written request on file with FSU not to disclose (a non-disclosure request).

- Name, date and place of birth
- Local and/or permanent address
- Classification
- Major field of study
- Participation in official University activities/sports
- Weight and height of members of athletic teams
- Dates attended University
- Degrees, honors & awards received
- Last educational institution attended
- Digitized photo (FSU Card)
- Employee ID

Non-Directory/Non-Public Information**

The information below is a sampling of information that should never be released to anyone, unless the student has specifically granted third party access to the person via a signed permission, on file.

- 1 Race and gender
- 2 Social Security Number
- 3 Grades, GPA, student status
- 4 Email address
- 5 Country of Citizenship

****This is not an exhaustive list. Information may only be released to:**

- **Parents/individuals named in delegate access form by the student**
- **School officials with verified Legitimate Educational Interest**
- **Appropriate parties when emergency health or safety situations arise that could affect the student or other individuals (e.g. measles; suicide threat)**

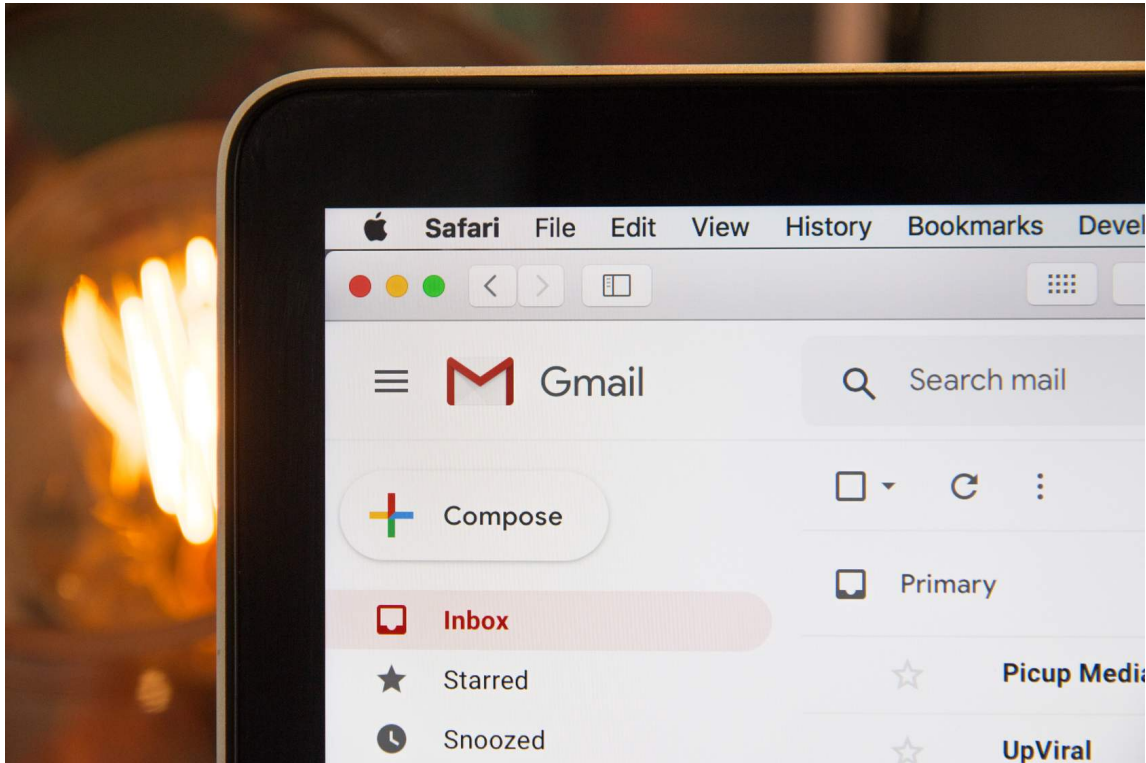
Avoiding FERPA Pitfalls

What to Avoid

It is our responsibility to protect our students' information. Here are some common pitfalls to avoid...

Pitfall 1

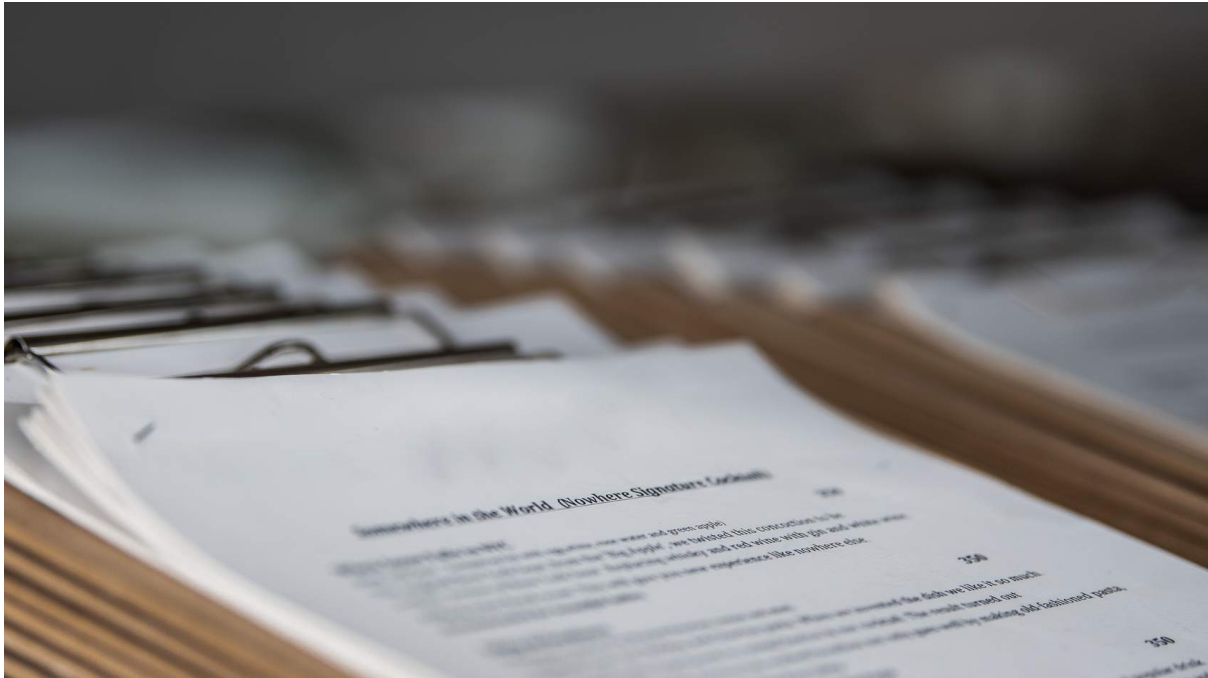
Email Grades



Never transmit a student's grades via email or link their full social security number to their name.

Pitfall 2

Unattended Papers



Graded papers should never be left in a pile for all students to sort through, while looking for their own.

When in Doubt

If you are uncertain about whether or not student information should be released, contact the Office of the Registrar at registrar.fsu.edu or (850) 644-1050 for assistance.

Recommendations

Below are a few recommendations based on the information covered in this presentation:



Remember a good rule-of-thumb: if you don't want it to become an educational record, don't write it down!



Always have the requesting party, whether on the phone or in person, provide all the pertinent identity information to you. Don't provide it for them or prompt them.



Verify that there is a signed release from the student, specifying the records allowed to be disclosed, the purpose of the disclosure and the party to whom the disclosure is to be made. This applies to letters of recommendation as well.

Treat our student records as though they were your own because you don't know who really may be making the request or their motives. Make every effort to help FSU remain in compliance with FERPA regulations and, if you're ever in doubt, contact the [Registrar's Office](#). We're here to help.

Conclusion

This concludes the Introduction to FERPA Training. To schedule additional training or obtain more information please contact the Office of the Registrar via email, registrar@fsu.edu or phone, (850) 644 - 1050.