

Records Privacy & FERPA

Overview for Faculty and Staff

Brian Boyd
University Registrar



UNIVERSITY OF CENTRAL FLORIDA
REGISTRAR'S OFFICE

What is FERPA?

- FERPA is the **Family Educational Rights and Privacy Act of 1974**. This federal privacy law affords students the:
 - right to **inspect and review** their educational records within 45 days
 - right to **seek to amend** educational records
 - right to **have some control over the disclosure** of information from their educational records
 - right to obtain a copy of the University's student **records policy** (*see the Undergraduate Catalog*)
 - right to **file a complaint** with the U.S. Department of Education's Family Policy Compliance Office



Directory vs. Non-Directory Information

- May be disclosed, unless the student requests otherwise.
- Includes Personally Identifiable Information and Educational Records.
- May not be released to anyone but the student.


Educational Records

Any information maintained by the University, in any medium, that is directly related to the student.

including, but not limited to:

- **Student's Class Schedule**
- **Grades/GPA**
- **Test Scores**
- **Academic Standing**
- **Academic Transcripts**

* **May not** be release to **anyone** but the student.



Personally Identifiable Information

Data or information that comprises a list of personal characteristics that would make the student's identity easily traceable.

including, but not limited to:

- **Social Security Number**
- **Student ID - PID (PeopleSoft)**
- **Residency Status**
- **Gender**
- **Religious Preference**
- **Race/Ethnicity**
- **Email Address**

* **May not** be release to **anyone** but the student.

Written Consent

- **Must be initiated by the student**
- **Specifies the record(s) to be released**
- **States the purpose of the disclosure**
- **Identifies the parties to whom the information may be released**
- **Is valid for one semester only**
- **Must be signed and dated by the student**

To release non-directory information the Registrar's Office must receive written consent.



Certain individuals do not require the student's written consent to access non-directory information.

Not a comprehensive list:

- **Officials with legitimate educational interest**
- **Officials bearing a judicial order or subpoena**
- **Officials responding to a health or safety emergency**
- **Parents of a dependent student**

Directory Information

- **Data or information, the disclosure of which generally is not considered to be harmful or an invasion of privacy**
- **May be released to 3rd parties without the student's prior consent**
- **Can be restricted from release if the student files a written request**
- **Defined by UCF (within FERPA guidelines)**

UCF's Directory Information Includes

- **Name**
- **Current mailing address**
- **Phone number**
- **Date of birth**
- **Enrollment status (Full or Part-Time)**
- **Dates of attendance**
- **Major**
- **Degrees and awards received**
- **Participation in officially recognized activities and sports**
- **Athlete's height and weight**

Grades

- **Student grades must not be released or made available to third parties.**
- **UCF policy restricts instructors from posting grades in classrooms or on websites unless the student's identity is concealed by a secure password-entry interface (i.e., my.ucf.edu).**
- **Posting grades by name or by any portion of the PID or SSN is a violation of Federal FERPA regulations.**

General Practices to Keep in Mind

- **Do not leave exams, papers, or any documents containing any portion of a student's PID or Social Security Number, grade or grade point average in any area that is open-access.**
- **Do not record attendance by passing around the UCF Class Roster, which may contain the student's PID or Social Security Number.**
- **Do not provide grades or other Personally Identifiable Information/Education Records to your students via telephone or email.**
- **When emailing students as a group, use the blind copy address box (BCC:) to list the students' email addresses.**

Questions? Concerns?

161 Millican Hall

Telephone: 407-823-3100

E-mail: registrar@mail.ucf.edu

“Ask UCF” (FAQ service) at

<http://ask.ucf.edu/>

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