

FERPA Reference Sheet for UCF Staff

FERPA, the Family Educational Rights and Privacy Act of 1974, as Amended, protects the privacy of student educational records. It gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records. Ultimately, an institution's failure to comply with FERPA can mean the withdrawal of federal funds by the Department of Education.



As a Staff Member, you need to know the difference between **Directory Information** and **Personally Identifiable Information** or **Educational Records**:

DIRECTORY INFORMATION

(May be disclosed, unless the student requests otherwise. *Please refer such requests to your department office or to the Registrar's Office.*):

- Name
- Current Mailing Address
- Telephone Number
- Date of Birth
- Major
- Dates of Attendance
- Enrollment Status (Full/Part-time)
- Degrees/Awards Received
- Participation in Officially Recognized Activities and Sports
- Athletes' Height/Weight

PERSONALLY IDENTIFIABLE INFORMATION (Any data, other than "Directory Information", **may not be disclosed**)

Including, but not limited to:

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

EDUCATIONAL RECORDS

Including, but not limited to:

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

Who may be allowed access to a student's Educational Records **without prior written consent**? (This is not a comprehensive list).

- University Personnel with Legitimate Educational Interest (meaning that person needs the information to fulfill a specific professional responsibility)
- Certain governmental officials (contact Registrar's Office)
- In compliance with a judicial order or subpoena (contact General Counsel's Office)
- Health or safety emergency (contact Registrar's Office **and** University Police)

ANYONE ELSE MUST HAVE THE PRIOR WRITTEN AND SIGNED CONSENT OF THE STUDENT—Parents (in most cases) and spouses must present the student's

written and signed consent before the University may release personally identifiable information. Refer **all** such requests to the Registrar's Office.

- Written and Signed Consent from the student must include:**
- ✓ **Specific records(s) to be released**
 - ✓ **Purpose of the disclosure**
 - ✓ **Party/parties to whom disclosure may be made**
 - ✓ **Signature of the student and date signed**

You must maintain a record of all requests for access to Personally Identifiable Information, whether those requests are honored or not. A copy of written and signed requests for access should be forwarded to the Registrar’s Office.

PARENT REQUESTS FOR STUDENT RECORDS

FERPA rights transfer to the student at age 18, or once he or she attends a post-secondary institution regardless of age. Parents or legal guardians may obtain Personally Identifiable Information at the discretion of the institution, only if they can establish that the student is a financial dependent or by obtaining the student’s written consent. The student is considered “financially dependent” if either parent or the legal guardian claimed the student upon his or her most recent Federal Income Tax return. The Registrar’s Office will require that the parent(s) or legal guardian provide a copy of the filed tax return before it releases the requested information.

RECORDS ACCESS BY UNIVERSITY PERSONNEL:

As University support staff members you may be allowed access to a student’s Educational Records **if** you can establish *legitimate educational interest* for the request - meaning that you need the information to fulfill a specific professional responsibility.

The following is a list of information items that **are not** considered educational records and therefore are not subject to a student’s request for review:

- Law-enforcement records;
- Records maintained exclusively for individuals in their capacity as employees. Records of those who are employed as a result of their status as students (work-study, student workers, etc.), however, are considered educational records;
- Medical treatment records;
- Alumni records;
- Sole-source/Sole-possession documents: these are notes (memory joggers—**not** grade or GPA related) created and maintained by you, meant for your personal use exclusively.

So long as no one else ever sees these notes they remain private and are not subject to FERPA. If you share them with someone, these notes no longer are considered “sole source.” They become part of the student’s educational record and are subject to FERPA.

FOR MORE INFORMATION: registrar.ucf.edu/docs/ferpa_reference_sheet_staff.pdf
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