

FERPA
and You!



UNIVERSITY OF CENTRAL FLORIDA

REGISTRAR'S OFFICE

Background

FERPA stands for “Family Educational Rights and Privacy Act of 1972, as Amended,” known generally as “FERPA” or “The Buckley Amendment.”

FERPA is a federal law that protects the privacy of your education records.

Background

FERPA was introduced, adopted and implemented in a matter of months during the summer and fall of 1974. Senator James

Buckley of New York stated that his amendment would counter the growing trend toward "violation of confidentiality and abuse of personal data" by "governmental and other busybodies."



Basic Guidelines

As a college student, even if you are under 18, your educational records are considered confidential.

Under most circumstances your records will not be released without your written and signed consent.



Basic Guidelines



FERPA Directory Information Authorization

Registrar's OFFICE

University of Central Florida
P.O. Box 160114, Orlando, FL 32816-0114
407-823-5454 E-mail: <http://registrar.ucf.edu>

This form must be completed and submitted to withhold or release student Directory Information.

Notice To All UCF Students

Under the provisions of the Federal Educational Rights and Privacy Act of 1974 (FERPA), you have the right to withhold the release of the following items designated by UCF as "Directory Information": name, current mailing address, telephone number, date of birth, major field of study, dates of attendance, enrollment status, degrees and awards received, participation in officially registered activities and sports and athletes' height and weight. Unless otherwise indicated, these information items may be released at the discretion of the University.

The University will honor your request to withhold "Directory Information" until such time as you request that your order to withhold "Directory Information" be rescinded. Until such rescindment is affected, the University will continue to withhold such information, even after your enrollment has terminated.

Directions:

Mark the appropriate boxes, sign the form, and submit the completed form to the Registrar's Office (MH 161) or mail to P.O. box 160114, Orlando, FL 32816-0114. Please consider carefully the consequences of your decision to withhold "Directory Information" items. Should you ask the University not to release "Directory Information" items, the University will refuse to honor any future requests for such information received from non-institutional persons or organizations (including family members).

CHECK ONLY ONE of the categories. Fill in all the information. Sign and date.

Hold All Directory Information

Electing this option means that the University will not release any "Directory Information" item to agencies or individuals other than those specifically excluded by FERPA. As a consequence, your name will not appear in the Commencement Program nor can your name be released to media upon the attainment of honors, or degrees. Additionally, the University will not release information regarding dates of attendance, class or major.

If you have checked above, you can still release any or all of the following by checking the appropriate box. All other "Directory Information" items will be withheld.

Name Phone Number
 Current Mailing Address Date of Birth

Remove the directory Information Hold and Release All Directory Information

Signature: _____

Printed Name: _____

PID: _____

Date: _____

Some information, called "Directory Information", may be released without your prior consent. You may complete a "FERPA Directory Information Authorization Form" to restrict Directory Information access.

This form is available online or in the Registrar's Office.



What is Considered Directory Information at UCF?

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



Basic Rights

The right to inspect and review your education records within 45 days from the day the University receives a request for access.

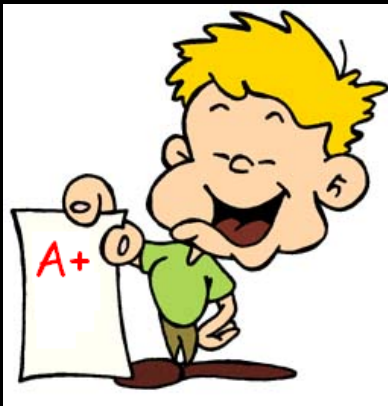


BASIC RIGHTS

The right to request the amendment of any education record that you believe is inaccurate.

This does not apply to grades you do not think you earned...

(in other words, you can't change a D or a F through FERPA!)



Basic Rights

The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

Basic Rights

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. That includes Advisors, Instructors, Financial Aid Officers, Registrar's Staff, etc.

What is Personally Identifiable Information?

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

Basic Rights

The right to file a complaint with the U.S. Department of Education concerning alleged failures by a university to comply with the requirements of FERPA.

Resources

- UCF's FERPA website:

<http://www.registrar.sdes.ucf.edu/ferpa/guidelines/>

- The U.S. Department of Education website:

<http://www.ed.gov>

- Additional FERPA information can be found at:

<http://www.ed.gov/offices/OM/fpco/>

- FERPA Office Address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605



Questions ? Concerns?

161 Millican Hall

Telephone: 407-823-3100

E-mail: registrar@mail.ucf.edu

“Ask UCF” (FAQ service) at
<http://ask.ucf.edu/>

Brian Boyd
University Registrar



UNIVERSITY OF CENTRAL FLORIDA

REGISTRAR'S OFFICE