

# FERPA Reference Sheet for UCF Faculty

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. An institution's failure to comply with FERPA could result in the withdrawal of federal funds by the Department of Education.



As a Faculty 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

Personally Identifiable Information or Educational Records **may not** be released to **anyone** but the student and only then with the proper identification.

*Parents and spouses must present the student's written and signed consent **before** the University may release Personally Identifiable Information or Educational Records to them.*

(Please refer callers to the Registrar's Office 407-823-3100, 161 Millican Hall.)

## General Practices to Keep in Mind:

- Please **do not** leave exams, papers, or any documents containing **any** portion of a student's Social Security Number, Personal Identification Number, grade or grade point average outside your office door or in any area that is open-access.
- Please **do not** record attendance by passing around the UCF Class Roster, which may contain the student's UCFID.
- Please **do not** provide grades or other Personally Identifiable Information/Educational Records to your students via telephone. Providing grades to your students via your UCF Outlook addresses ("@ucf.edu") to students' Knights email addresses ("@knightsmail.ucf.edu") is allowable.

## POSTING GRADES:

According to FERPA, student grades must not be released or made available to third parties. UCF policy restricts instructors from posting grades in classrooms (except as follows), or on websites unless the student's identity is concealed by a secure password-entry interface (i.e., <https://my.ucf.edu>). Please refrain from posting grades by Name or any portion of the SSN or UCFID.

### How to Post Grades (other than myUCF Grades)

- 1) Ask the student to supply you with a self-chosen code identifier. This identifier may be known only to you or your teaching assistant; **or**,
- 2) You may create and assign a list of randomly generated numbers/characters known and available **only** to you (or your teaching assistant) and the student; **or**,
- 3) Ask each student to supply you with written, signed and dated authorization to use his/her UCFID to post grades. Then, post the grades *using the UCFID numerals only*. You must store and maintain each student's written consent.



**For each option above, arrange the grade list so students are NOT in alphabetical order.**

### RECORDS ACCESS BY UNIVERSITY PERSONNEL:

As a faculty member, 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 not subject to a student's request for review:

- Law-enforcement records and medical treatment 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, graduate assistants, etc.) are considered Educational Records;
- Alumni records; and,
- 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 disclosure under FERPA.



**Grade Books are not considered "sole source" documents under FERPA and so must be made available to written student requests for record disclosure.**

If a student requests Grade Book disclosure, all notations pertaining to other students would be stripped out of the copy provided for review.

**FOR MORE INFORMATION:** [registrar.ucf.edu/docs/ferpa\\_reference\\_sheet\\_faculty.pdf](https://registrar.ucf.edu/docs/ferpa_reference_sheet_faculty.pdf)

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# Registrar's Office