Background

FERPA stands for “Family Educational Rights and Privacy Act of 1974, 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 then-growing trend toward "violation of confidentiality and abuse of personal data" by "governmental and other busybodies."
Two Types of Education Records

Directory Information and Non-Directory Information
(aka Personally Identifiable Information)
Directory Information

Directory Information is data or information, the disclosure of which generally is not considered to be harmful or an invasion of your privacy.

Defined by UCF (within FERPA guidelines).
Directory Information

* Name
* Mailing Address
* Phone Number
* Date of Birth
* Major
* What semesters you were enrolled at UCF

* Enrollment Status (Full/Part-time)
* Degrees/Honors/Awards
* Participation in Officially Recognized Activities and Sports
* Athletes’ Weight/Height
Non-Directory Information

FERPA Non-Directory Information is data or information, the disclosure of which is *never* permitted without a students’ consent.

- Social Security Number
- University Student ID
- Grades/GPA
- Class Schedule
- Residency Status (Are you an in-state or out-of-state student?)
- Test Scores
- Email address
In FERPA, you have 3 Basic Rights
Basic Right #1

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

The right to request the amendment of any education record that you believe is inaccurate.
Basic Right #1

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 all by yourself!)
Basic Right #2

As a college student, even if you are under 18, your education records are considered confidential.
Under most circumstances your records will not be released without your written and signed consent.
Exception

One exception, which permits disclosure without your written and signed consent, is disclosure to school officials with legitimate education interests.

That includes Advisors, Instructors, Financial Aid Officers, Registrar’s Staff, etc.

This exception is Directory Information.
Directory Information

You can tell the university NOT TO release this information. Obtain the information hold on-line in myUCF Student Self-Service.

Complete the “FERPA Directory Information Restriction” to restrict Directory Information disclosure. (Also available at the Registrar’s Office)
Basic Right #3

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.
Basic Right #4

The right to consent to disclosures of your non-directory information contained in your education records . . .

But . . . there is some information that FERPA authorizes the release of . . . without your written and signed consent.
“What About My Parents”? 

FERPA rights transfer to you, the student, at age 18 or once you attend a post-secondary institution, regardless of age.

Parents (including legal guardians) may obtain educational record information, at the discretion of the University, IF they can provide the Registrar’s Office with tax return documents establishing the student as a financial dependent OR by obtaining the student’s written and signed consent.
Written Consent

- Must be initiated by you
- Go to my.ucf.edu, sign in with your NID and password, and go to Student Self Service > Student Center go to “Personal Information” bar.
- There you will see a link for “Records Release Authorization”.

Image: A screenshot of the my.ucf.edu website showing the Personal Information section with a highlighted link for Record Release Authorization.
Written Consent

- Click on it, read the instructions, and create a new release authorization.
Written Consent

- You will be able to give anyone permission to get information about your records and tell us if we can do that in-person, by mail, by phone, or by email.
- Just follow the directions on the pages.
(Also available at the Registrar’s Office)
To Summarize . . .

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

2. Under most circumstances your non-directory records (Social Security Number, University Student ID, Grades/GPA, Class Schedule, Being an in-state or out-of-state student, Test Scores, Email address) will not be released or looked at without your written and signed consent.
To Summarize . . .

3. School officials with legitimate education interest can access to your records to do their jobs.

4. There is some **Directory Information** (Name, Mailing Address, Phone Number, Date of Birth, Major, Full/Part-time Status, Degrees/ Honors/ Awards, Participating in Officially Recognized Activities and Sports, Athletes’ Weight/Height) that can be released, but **you** have the right to tell the university “**No, do not release it**”.
Resources

• UCF’s FERPA website: http://registrar.ucf.edu/ferpa/

• The U.S. Department of Education website: http://www.ed.gov

• Additional FERPA information can be found at: http://catalog.ucf.edu

• FERPA Office Address:
  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-4605
Questions or Concerns:

161 Millican Hall
Telephone: 407-823-3100
E-mail: registrar@ucf.edu
http://www.registrar.ucf.edu