

# Records Privacy & FERPA

## Overview for Parents

**Brian C. 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.

# Non-Directory 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, and returned to Registrar's Office by the student with a valid ID**

**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**

# What about parents?

- FERPA rights transfer to the student at age 18 or once he or she attends 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 consent



# 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**

*Questions? Concerns?*

**161 Millican Hall**

**Telephone: 407-823-3100**

**E-mail: registrar@ucf.edu**

**<https://registrar.ucf.edu/ferpa/>**

**Brian C. Boyd**

**University Registrar**



**UNIVERSITY OF CENTRAL FLORIDA**

**REGISTRAR'S OFFICE**