

FERPA and You!

2020 UCF University Registrar's Office

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.

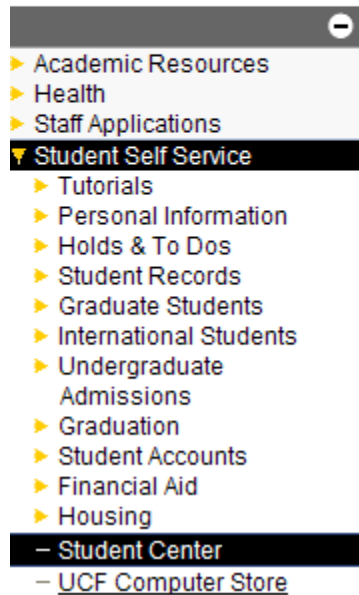
This exception is Directory Information.

Directory Information

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

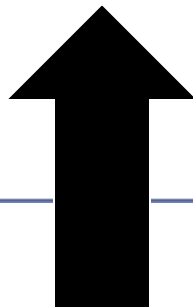
Complete the “FERPA
Directory Information
Restriction” to restrict
Directory Information

disclosure. (Also available at the
Registrar’s Office)



Personal Information

[Names](#)
[Addresses](#)
[Email Addresses](#)
[Phone](#)
[Emergency Contact](#)
[FERPA/Directory Restriction](#)



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”.

The screenshot displays the my.ucf.edu Student Self Service interface. At the top, there are links for 'Tuition Payment Plan', '1098-T Tax Management', 'Due Charges / ePay', and 'Donate Now To UCF'. Below these, a 'To View:' section provides instructions: 'Charges use the View Your Account link.' and 'Tuition, Due Date, Deferments use Fee Invoice link.' The main content area is divided into sections. The 'Financial Aid' section includes links for 'View Financial Aid', 'Accept/Decline Awards', 'View Financial Aid Bulletin', 'View Financial Aid Status', 'Report Other Financial Aid', 'Disbursement Details', and 'View My Financial Aid Eligible Courses'. The 'UCF Textbook Purchase Program' section includes links for 'Textbook Purchase Program Opt In' and 'Textbook Purchase Program Status'. Below these is a dropdown menu labeled 'other financial...' with a double arrow icon. The 'Personal Information' section is highlighted with a blue bar and contains a list of links: 'Demographic Data', 'Emergency Contact', 'Names', 'Preferred Name', 'User Preferences', 'FERPA/Directory Restriction', 'UCF Alert', and 'Record Release Authorization'. The 'Record Release Authorization' link is circled in blue. To the right of this list is a 'Contact Information' box containing 'Mailing Address', 'Permanent Address', 'Phone Numbers', and 'Email Addresses'. Below the 'Personal Information' section is another dropdown menu labeled 'other personal...' with a double arrow icon. The 'Undergraduate Admissions' section is also highlighted with a blue bar and contains a link for 'Undergraduate Application Status'.

[Tuition Payment Plan](#)
[1098-T Tax Management](#)

To View: [Due Charges / ePay](#)
[Donate Now To UCF](#)

Charges use the View Your Account link.
Tuition, Due Date, Deferments use Fee Invoice link.

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[View Financial Aid Bulletin](#)
[View Financial Aid Status](#)
[Report Other Financial Aid](#)
[Disbursement Details](#)
[View My Financial Aid Eligible Courses](#)

UCF Textbook Purchase Program
[Textbook Purchase Program Opt In](#)
[Textbook Purchase Program Status](#)

other financial... »

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[Preferred Name](#)
[User Preferences](#)
[FERPA/Directory Restriction](#)
[UCF Alert](#)
[Record Release Authorization](#)

Contact Information

Mailing Address 14148 Paradise Tree Dr. Orlando, FL 32828-6421 ORAN	Permanent Address 14148 Paradise Tree Dr. Orlando, FL 32828-6421 ORAN
Phone Numbers 407/380-9427	Email Addresses EADTest@ucf.edu

other personal... »

Undergraduate Admissions

[Undergraduate Application Status](#)

Written Consent

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

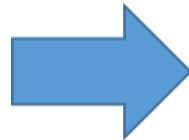
Personal Information	Security	Credentials	Participation
personal identification number	ferpa restrictions	user preferences	record release authorization

Record Release Authorization

This Online Records Release process authorizes the release of personally identifiable information, education records, and financial records to the third parties you, the student, give permission to. You must complete all items on the next page. *By completing this you understand that this does not create a new User ID and Password to access your education records via myUCF.*

Please note: requests for copies of grades requires a UCF Official Transcript, which carries a processing charge. For details, contact the Registrar's Office (407-823-3100) or the web site at <http://registrar.ucf.edu/transcript-request>

No current FERPA restriction information found.



CREATE NEW RELEASE AUTHORIZATION

CHANGE EXISTING AUTHORIZATION

[Personal Information](#) [Security](#) [Credentials](#) [Participation](#)

[Personal Identification Number](#) [Ferpa Restrictions](#) [User Preferences](#) [Record Release Authorization](#)

go to ...  

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)

Written Consent

You must click "SAVE" at the bottom of the page to finalize your authorization.

Authorization Status:  Active

[CANCEL AUTHORIZATION](#)


Records I authorize for release:

<input checked="" type="checkbox"/>	Academic Standing
<input type="checkbox"/>	Holds (reasons and amounts)
<input type="checkbox"/>	1098-T Tax Information
<input checked="" type="checkbox"/>	Current Term Course Schedule
<input type="checkbox"/>	Residency Status (In-State Student/Out-of-State)
<input type="checkbox"/>	Gender
<input checked="" type="checkbox"/>	Knights Email Address
<input checked="" type="checkbox"/>	Other Email Address
<input type="checkbox"/>	Test Scores (AP, IB, CLEP, SAT, GRE)
<input type="checkbox"/>	Advising Notes
<input type="checkbox"/>	GPA (Requests for term grades requires transcript)
<input type="checkbox"/>	Financial Aid
<input checked="" type="checkbox"/>	Student Accounts charges, payments, and refunds

I authorize the following Person, Organization or Agency to discuss the above records with UCF personnel:

Name:

Address:

City: State:  Florida Zip:

Purpose of disclosure:

I understand that disclosure may be by phone ☒ or in person ☒ (uncheck if not permitted)

If disclosure is intended to be by email we will only communicate with the email address listed here:

In order to confirm the identity of individuals by phone or email, please provide a passcode that you will give to the above individual. They will need to provide this passcode prior to the release or discussion of your records

Passcode word/phrase:

By clicking "SAVE" I hereby authorize University of Central Florida to furnish the personally identifiable information and education record(s) I have noted in this form to the third party I have identified above.

This authorization shall remain in force until I rescind my permission to release the record(s) noted.

[SAVE](#)

[Return to Record Release Authorization](#)

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>

