

# Records Privacy & FERPA

## Overview for Faculty and Staff

**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 by the student**

**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**

# 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**

# Grades

- **Student grades must not be released or made available to third parties.**
- **UCF policy restricts instructors from posting grades in classrooms or on websites unless the student's identity is concealed by a secure password-entry interface (i.e., my.ucf.edu).**
- **Posting grades by name or by any portion of the PID or SSN is a violation of Federal FERPA regulations.**

# General Practices to Keep in Mind

- **Do not leave exams, papers, or any documents containing any portion of a student's PID or Social Security Number, grade or grade point average in any area that is open-access.**
- **Do not record attendance by passing around the UCF Class Roster, which may contain the student's PID or Social Security Number.**
- **Do not provide grades or other Personally Identifiable Information/Education Records to your students via telephone or email.**
- **When emailing students as a group, use the blind copy address box (BCC:) to list the students' email addresses.**

*Questions? Concerns?*

**161 Millican Hall**

**Telephone: 407-823-3100**

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

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

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