

## FERPA: WHAT FACULTY AND STAFF NEED TO KNOW

- Notes taken during an advising session

### It's the Law

**FERPA (Family Educational Rights and Privacy Act)**, also known as the Buckley Amendment, was passed by Congress in 1974. It grants four specific rights to post-secondary students:

- To see the information that the institution is keeping on the student
- To seek amendment to those records and in certain cases append a statement to the records
- To consent to disclosure of his/her records
- To file a complaint with the FERPA Office in Washington

FERPA applies to all educational agencies or institutions, including Klamath Community College that receive funds under any program administered by the Secretary of Education.

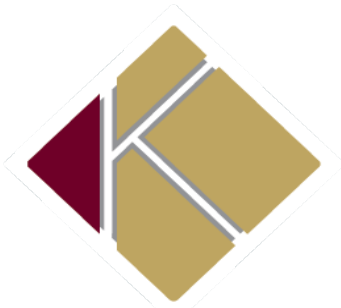
FERPA governs what may be released, but does not require that any information be released.

**Student Educational Records** include information provided by a student for use in the educational process such as the following:

- Personal information (name, etc.)
- Enrollment records
- Student's exams or papers
- Grades
- Schedules

**Storage Media** for educational record may vary and can include one or more of the following:

- Document in the Student Services office
- Electronic document or e-mail
- Computer printout in your office
- Class list on your desktop
- Computer display screen



### Student Information Types

#### Directory/Public Information and KCC Directory Information

"directory information is ...information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." (FERPA Regulations, Code of Federal Regulations, Title 34, Part 99.3)

**Directory Information** is considered public and may be released upon request. However, the student may opt to keep this information confidential.

#### Director Information at KCC

- Student's first and last name
- Current mailing address
- Email address
- Date and place of birth
- Major field of study
- Current grade level
- Date of attendance at KCC
- KCC degree(s) and Award(s) received
- Participation in officially recognized activities
- Most recent previous educational institutions attended

Information not included in the list above is defined as confidential student information and may not be released. Please note that student ID pictures are confidential information and therefore may not be released.

Directory Information can never include:

- Social security number
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender

#### It's Your Responsibility

As a faculty or staff member, you have a legal responsibility under FERPA to protect the confidentiality of student educational records in your possessions.

You have access to student information only for legitimate use in the completion of your responsibilities as a college employee. Need to know is the basic principle.

Student educational records (other than directory information) are considered confidential and may not be released without written consent of the student.

Student information stored in electronic format must be secure and available only to those entitled to access that information.

Your access to student information, including directory information, is based on your faculty or staff role within the college. You may not release lists or files with student information to any third party outside your college or departmental unit.

If you're in doubt about a request for student information, contact the Registrar at 541-880-2320.

**Can Student director or public information always be released?**

NO! Before releasing any information check for a "NO INFORMATION RELEASE" restriction or other restriction on release of specific types of information. If the student has requested that directory information be withheld, no information can be released. If the student does not have a restriction on the release of directory information, directory information may be released. College faculty and staff who have a need to know may obtain directory information for a student with a no information release restriction, but **must not** release this information to anyone. At this time, the college has no identifier on the student screen or on your roster to notify you who is a restricted student. Your safest choice is **not** to release information and direct the inquiring party to Student Affairs.

**How can a student withhold release of directory information?**

Student may require that directory information be withheld by notifying the Student Affairs office. A student who wants to withhold release of directory information should submit a Directory Information Withholding Request to the Student Affairs office each term.

**What are parental rights under FERPA?**

FERPA allows parental access to student's educational records if the student requests that academic information be released to the parent(s). A student who wants to release grades to parent(s) should submit a Consent for Release of Information form to the Student Affairs office once per academic year.

A parent who wants to request grades or other academic information for a dependent student should contact the KCC Registrar at 541-880-2320. Generally, FERPA does not allow parental access to post-secondary student educational records without permission of the student.

**What must I do if I receive a subpoena concerning student educational records?**

Any incoming subpoena should be sent immediately to M. Shabbir, Registrar. The Registrar will determine whether and how to comply with the subpoena, and will also determine whether student notification of compliance with the subpoena is required.

**For more information...**

Contact M. Shabbir, Registrar, at 541-880-2320.

## DO NOT!

- Use the Social Security Number or KCC student ID number of a student in a public posting of grades or any other information.
- Link the name of a student with the student's social security number or KCC student ID number in any public manner.
- Leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
- Circulate a printed class list with student name and social security number or grades as an attendance roster.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Provide anyone with lists or files of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.
- Access the records of any student for personal reasons.

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Print Name

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Signature

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Date