

FERPA:

101

A guide for parents/guardians and students

What is FERPA?

Family **E**ducational **R**ights
and **P**rivacy **A**ct

Family Educational Rights and Privacy Act of 1974

“A FEDERAL LAW DESIGNED TO PROTECT THE PRIVACY OF **EDUCATION RECORDS**, TO ESTABLISH THE RIGHT OF STUDENTS TO INSPECT AND REVIEW THEIR **EDUCATION RECORDS**, AND TO PROVIDE GUIDELINES FOR THE CORRECTION OF INACCURATE AND MISLEADING DATA THROUGH INFORMAL AND FORMAL HEARINGS.”

DEFINITIONS OF TERMS FOR ADMISSIONS AND RECORDS. Washington, D.C.” AACRAO, 1980, p.28.

Who enforces FERPA?

The Family Policy Compliance Office,
U.S. Department of Education,
Washington, D.C.

To whom does FERPA apply?

**TO ALL INSTITUTIONS THAT
RECEIVE FEDERAL FUNDING**

(K-12 and Higher Education)

What are the consequences for violating FERPA?

- Federal funds to the institution may be cut off
 - Includes financial aid and education grants
- Student's privacy rights are violated

What does FERPA guarantee students?

- Rights to inspect and review education records
- Right to seek to amend education records
- Right to limit disclosure of education records

What is a student?

(at an institution of higher education)

- Currently enrolled or formerly enrolled
- Regardless of age
- Regardless of parental dependency
- Does NOT apply to deceased students or persons who have applied but not attended

What is an Education Record?

Can be defined as:

Any information provided by a student to the university for
use in the educational process

OR

Any record from which a student can be personally identified

What is an Education Record?

An Education Record may be:

A document

A computer printout

A class list on a desktop

A computer display screen

A handwritten note

What is NOT an Education Record?

- Sole possession records or private notes
- Law enforcement or campus security records
- Records relating to individuals who are employed by the institution (unless employment is contingent upon student status)
- Records relating to treatment by physician, psychiatrist, psychologist etc.

**How parents/guardians can
obtain information?**

**TO ALL INSTITUTIONS THAT
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This page allows you to add proxy access to selected Banner Web pages. Anyone with an e-mail address can be a proxy.

[Instructions](#)

Click on "Instructions" for a detailed explanation on how to set up access for your Proxy.

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Instructions for Parents/Proxy

- Once designated as a proxy, you will receive an email that provides an explanation of your proxy authorization, information you are allowed to view, and instructions for accessing that information.
- You should also receive an email that specifies the passphrase you will need to access information verbally. Please keep this for your records. If you choose to access information by phone or in person, that information will NOT be available to you if you cannot produce said passphrase.
 - *This passphrase differs from the password that you are asked to establish in order to access the site electronically. The passphrase has been created by the student who is allowing you access to their records, and reasonably ensures that you are, in fact, the person retrieving that information.*
- At any time, a student may choose to end your proxy relationship. Should that happen, you will receive an email to that effect, and your ability to view or discuss records will cease.



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