



FERPA

Office of the Registrar
Student Services
South Seattle College



What is FERPA?



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.

Why Worry About FERPA?

The RIGHT thing to do!

- Stewards of student records
- Jeopardize our federal funding
- Fines
- Negative publicity



Key Terms

Educational Record

Directory Information

School Official

Legitimate Educational Interest

What is an Education Record?

Education Record broadly defined: Any record, with certain exceptions, maintained by an institution that is directly related to a student or students. FERPA begins with the first date of attendance and continues in perpetuity.

- Maintained by institution
 - Grades
 - Class schedules
 - Advising notes
 - Student employment records*
- Extends to all forms of information
 - Electronic records
 - Papers & handwritten notes
 - Emails

Records NOT FERPA Protected

Sole Possession Records

Kept in sole possession of originator

Exclusively used as memory aid

Not shared with anyone

Alumni Records

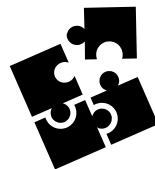
Post attendance not related to person as a student

Other Records

Law Enforcement Records*

Student Health Records*

*Become Education Records once sent to educational institution



Directory Information

- Student's name
- Major field of study
- Enrollment status
- Dates of attendance
- Participation in recognized sports
- Degree or certificate earned
- Term degree or certificate awarded
- Honors



SEATTLE COLLEGES
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Student Rights

- **Review** - Personal records
- **Amend** - Correct erroneous records
- **Block** - Any or all directory information
- **Complaint** – File complaint with U.S. Department of Education for failure to comply with FERPA
- **Release of Information** – Students can provide written release of information to third parties by submitting release form to Registration Office



Knowledge Check – Educational Records



1. Student name, email and home address maintained by the Alumni Office
2. Student conduct hearing documentation
3. Advisor notes taken during a student meeting
4. A faculty member's 1996 microfiche gradebook
5. Email between you, the student and an advisor sent from your personal email address
6. The contents of a telephone call between you and your dean discussing a student of concern

Definition

A “school official” includes a teacher, school principal, president, chancellor, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel.

FERPA permits schools to outsource institutional services or functions that involve disclosure of educational records to contractors, consultants, volunteers, or other third parties under certain circumstances

Who is a School Official under FERPA

WHAT ABOUT PARENTS?

- When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, FERPA rights transfer to the student.
- Parents may obtain directory information only at the discretion of the institution.
- Parents may also obtain non-directory information by obtaining a signed consent from their child.

Knowledge Check – School Official



1. South Seattle's custodial staff
2. Superintendent of Public Instruction for Seattle Public Schools
3. Former faculty member
4. Parent of a dependent
5. Administrator at another WA state community college
6. Staff at the District Office
7. Financial aid auditor

Legitimate Educational Interest

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility

Knowledge Check – Educational Interest



1. Provide all faculty teaching English 101 the names and grades of all students in English 099 last quarter in order to check pre-req compliance
2. Provide a list of scholarship recipients to financial aid auditor
3. South faculty member who is a parent of a student looks up student grades in last quarter's classes
4. Provide academic progress of student for the quarter to Academic Advisors
5. Provide student schedules to peer navigators for students assigned to them

FERPA in the Classroom

Best Practices

- **Grades**
 - Public posting of grades is prohibited
 - No guarantee of confidentiality when emailing course grades
- **Teaching Assistants or Lab Techs**
 - Considered to be an extension of the faculty member
- **External Learning Management Systems or Tools**
 - Carefully examine how students interact with each other when using external LMS
 - Determine protocol for removing students who withdraw
- **In-Class Activities**
 - No posting of class rosters with name and ctcLink/SID
 - Student sample work is allowable with all identifiers removed – or-written consent from student



- Request student communication from @SeattleColleges email or via Canvas system
- Never discuss progress of students with anyone but the student (including parents)
- Never provide student schedules or share your class roster with others
- Do not include PII in any recommendation letters without student's consent (includes GPA or course grades)
- Be cautious about phone communications & verify student identity
- When in doubt – refer the student and inquiry to the Enrollment Services Office

Guidance to Prevent FERPA Violations