

Family Educational Rights and Privacy Act (FERPA)

Training for Employees



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What is FERPA?

- Definitions

- A **student** is any person age 18 or attending an institution of postsecondary education
- **Education records** are any records that are **related** to the student and **maintained** by the institution
- FERPA is a federal law that protects the privacy rights of students. FERPA grants several rights to students, among them are the right to:
 - inspect and review education records;
 - seek amendment of education records;
 - consent to the disclosure of education records;
 - file a complaint with the Family Policy Compliance Office in Washington, D.C.

Disclosure of Education Records



- Generally, the college must have **written permission** from the student before releasing information from a student's record.

- **Exceptions** include, but are not limited to:
 - ▣ **Directory** information (public information)
 - ▣ **School official** with a **legitimate educational interest**.

Directory Information:



- WVU at Parkersburg has classified the following as Directory Information which may be released without prior consent:

Directory Information	
Name	Dates of attendance
Address	Classification of student level (freshman, sophomore, etc.)
Telephone number	Enrollment status (full-time, part-time, not enrolled)
Email address	Degrees & Awards received, including Dean's List & President's Scholars List
Date and place of birth	The listing of previous educational institutions attended
Major field of study	Participation in officially recognized activities

Directory Information:



- We have a form to prevent disclosure:



Request to Prevent Disclosure of Directory Information

The items listed below are designated as “Directory Information” and may be released for any purpose at the discretion of WVU Parkersburg. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of Directory Information. WVUP will honor your request to withhold the information and will not contact you for subsequent permission to release it. Regardless of the circumstance or effect, WVUP assumes no liability for honoring your instructions that such information be withheld.

Directory Information: Name, address, telephone number, email address, dates of attendance, class, previous institutions attended, major field of study, awards, honors including Dean’s list, degrees conferred including date, past and present participation in officially recognized activities, date and place of birth

Signature

WVUP ID


Date

Directory Information:



- If the student has requested to withhold the disclosure of directory information, this is how it is displayed:





- OLSIS:


 Confidential Information for K I

Summary Class List


Record Number	Student Name	ID.	Reg. Status
13	I , K Confidential	99	**Web Registered**

- Banner:

 ADD  RETRIEVE  RELATED  TOOLS 1

 Banner
Warning: Information about this person is confidential.

OK

 ellucian General Person Identification SPAIDEN 9.3.18 (WVUPPROD)

ID: ... + I , K Confidential

Directory Information:



- We have a form to revoke the prior form/request:



Request to Release the Confidentiality mark on my account
(which is preventing the disclosure of directory information)

Previously, I requested to prevent the disclosure of directory information at WVUP. By signing this form, I am granting permission to WVUP to release the confidentiality mark on my records. I understand that my directory information will no longer be withheld from disclosure.

Signature

WVUP ID

Date

School Official – that's you!

- To be a **school official** with **legitimate educational interest**, you must be:
 - ▣ performing a task that is specified in your position description or contract;
 - ▣ performing a task related to a student's education or a student's discipline;
 - ▣ providing a service or benefit to the student;
or
 - ▣ maintaining safety and security on campus.

Your Responsibilities



□ Security and Confidentiality

- You may **not release or otherwise disclose** any information to which you are privy to **any third party** (including the **parent or spouse** – some exceptions apply, see next slide) and/or to another college official who does not “need to know”.
 - CURIOSITY is not “need to know”.
- You are **not permitted** to seek personal benefit or to allow others to benefit personally by knowledge of any confidential information which has come to you as a result of your work assignment.
- You should **report any violations** of FERPA to your supervisor **IMMEDIATELY**.

□ Best Practices

- Do not discuss information contained in an educational record in an open area where others might overhear you.
- Encourage students to keep their OLSIS IDs, passwords, and any other materials that contain their educational records secure.

Your Responsibilities



- Security and Confidentiality
 - ▣ **Exceptions to releasing/disclosing** any student information to **a parent or spouse:**
 - ▣ If the student has signed a **FERPA Waiver Form** and has authorized the individual to have access.
 - ▣ Before releasing/disclosing any student information, contact a staff member in the Center for Student Services Office or the Jackson County Center Office for verification.

Your Responsibilities

Verify
there is a
FERPA
Waiver
Form
on file.



Office of the Registrar FERPA Waiver Form

Instructions: This form is to be used by the student to grant access to their education records to other entities besides themselves, such as a parent, spouse, etc. When completing this form, please print all items clearly to allow for correct processing.

The College maintains two types of student education records: directory information and other student records. Directory information is considered public information and may be released by the College upon request, in accordance with existing law. Any student who does not wish directory information released must submit the appropriate documentation indicating such with the Office of the Registrar.

In signing this waiver, I, _____, give access of all academic records at West Virginia University at Parkersburg to the individual(s) listed below. I hold the authority to revoke this waiver at any time.

1. _____	Relationship _____
2. _____	Relationship _____
3. _____	Relationship _____
4. _____	Relationship _____

I understand that this request is permanent and will remain in effect until I request in writing that the name(s) be removed.

Student name _____	Student signature* _____
Student ID or SSN _____	Date _____
Witnessed by: _____	Date: _____
WVUP Employee signature <u>or</u> State of WV Employee Signature (indicate county school system/school)	

**This form should be completed in person at WVUP or local county school system. Students will need picture identification and should not sign the form until in the presence of a WVUP employee or State of WV county school system employee. If this form is not filed in person, the signature and stamp of a Notary Public is REQUIRED (see below).*

STATE of _____, COUNTY OF _____

Taken, Subscribed and Sworn before me this _____ day of _____, _____.

My commission expires _____.

Signature of Notary Public _____

For the Registrar's Office Use Only


Processed by: _____ Date: _____

Please return this form to the Registrar's Office.

Your Responsibilities



- We also have a form to revoke the prior form/request:


Office of the Registrar
Revocation of FERPA Waiver Form

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational record. While parents/guardians/spouses/and others may have an interest in the student's record, access to or release of the educational record is only by written student consent. The student authorizes such access by completing, signing and submitting a FERPA Waiver Form. Students may choose to complete and submit this "Revocation of FERPA Waiver Form" to the Office of the Registrar to remove individuals (previously authorized) from having access of their educational record.

I, _____, the undersigned, authorize
(Please print full name)

West Virginia University at Parkersburg to revoke the following educational records FERPA Waiver:

Person to be removed:
(Please print)

Name	Relationship
Address	

I acknowledge, by my signature, the above named person will no longer have access to information on my educational record.

Student name (please print)	Student signature
Student ID	Date

For the Registrar's Office Use Only

Processed by: _____ Date: _____

Please return this form to the Registrar's Office.

Examples of a violation:



- ❑ Making a copy of your friend's transcript so that he/she can send it to another institution.
- ❑ Telling a friend about the grades of a student that you saw or have access to.
- ❑ Leaving reports or computer screens containing confidential information in view of other students who are checking in to see their advisor.
- ❑ Using your access to look up a student's information for a friend.
- ❑ Allowing another person to use your access.
- ❑ Throwing away a paper with identifiable information (student information must be shred!).
- ❑ Openly discussing the reason for an academic dismissal in the hallway.

REMEMBER...



...your job is to **protect the student**...so when in doubt...**don't give it out!**

■ WHO TO ASK:

- Your immediate supervisor
- Center for Student Services (*Ext. 310*) or records@wvup.edu
- Jackson County Center (304.372.6992)
- Academic & Student Affairs Office (*Ext. 209 or Ext. 242*)
- Other Resources:
 - Department of Education:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
 - WVUP Records Resources, click on FERPA (Student Privacy):
<https://www.wvup.edu/current-students/registrar-records/records-resources/>