

## **FERPA FAQs for Students**

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**What is FERPA?** The *Family Educational Rights and Privacy Act* (1974) is a federal law designed to protect the privacy of education records and is enforced by the Family Policy Compliance Office of the U.S. Department of Education (FPCO). Essentially, the act states that **1)** students must be permitted to inspect their own “education records” and **2)** “school officials” may not disclose personally identifiable information about a student without written permission from the student.

**What is an “Education Record”?** An “education record” is any record maintained by the college that is directly related to a student. These records may contain a student’s name, social security number, student ID number, address, or any other piece of information that could be considered “personally identifiable.” “Sole possession notes” (those made by one person and kept in the possession of the maker) are not considered education records. However, sharing these notes with another person or placing them in an area where they can be viewed by others will make them education records and, therefore, subject to FERPA.

**What is “Directory Information”?** “Directory information” is information that, if disclosed, is not normally considered a violation of a student’s privacy and, therefore, can be released without the student’s written permission. Directory information can never include a student’s race, gender, social security number, grades, GPA, country of citizenship, or religion. As an institution, LCSC must provide “annual notification” of students’ FERPA rights and the categories designated as directory information. In addition, students can submit a request to the Office of Admission/Registrar that their directory information not be released.

### **Lewis-Clark State College Directory Information Policy**

**This information CAN be released without written consent (directory information).**

- Full Name
- Major/Minor
- Previous Colleges Attended
- Academic Honors
- Dates/Terms Enrolled
- Degree/Certificate Awarded and Date Conferred
- Full or Part-Time Status
- Withdrawal Date
- Athlete Height & Weight
- Athletic Achievements
- Email Address
- College Level (Sr., Jr., So., Fr., )
- Home Town
- Photograph

**This information CAN NOT be released (written consent is required).**

- Date of Birth
- Social Security Number
- Student ID Number
- Class Schedule/Roster
- Address/Phone Number
- Academic Standing
- Grades
- GPA (term and cumulative)
- Transcript
- Parent’s Address
- Gender
- Credits (term and cumulative)

The **Solomon Amendment** requires colleges and universities to release information regarding enrolled students to the military for recruitment purposes. Students may restrict disclosure to the military by restricting all disclosure of personal information except by express written consent from the student.

Students' names, student identification numbers, and social security numbers are given to the **Associated Student Body Office** for purposes of verification during student elections. This information is returned to the Office of Admission/Registrar after the elections have been validated.