

FERPA FAQs for Faculty and Staff

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.

How does FERPA involve me? Anyone who is employed by Lewis-Clark State College is affected by FERPA because all personnel have, to some degree, access to student information and must follow the law accordingly. Furthermore, many LCSC staff members have a “**legitimate educational interest**” in this information such that they need to review education records in order to fulfill their professional responsibilities. Hence, faculty, administration, classified and professional employees, and other staff who use student record information can access this data as needed without student consent to do so.

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.

- **Grade posting:** Instructors may post grades without the written consent of the students only if the identities of the individuals are completely disguised such that no direct correlation to each student can be determined from the list. Accordingly, instructors should refrain from openly discussing grades in class or distributing graded material in such a way that the grades may be seen by other students.

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 CANNOT 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)

If you have question regarding FERPA, please contact the Office of the Admission/Registrar at x2223 or visit www.lcsc.edu/registrar.

And remember...when in doubt, don’t give it out!