



Office of the Registrar

Introduction to  
The Family Educational  
Rights & Privacy Act  
or  
FERPA



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**FERPA is a federal law. It supersedes Florida's Sunshine State Open Records Laws.**

Since FSU receives federal funding, it is vital we comply with FERPA regulations.



FERPA Key Points:

1. Transfers parental rights to student upon enrollment in a higher education institution or reaches age 18, even if parents are funding student's education.
2. Protects privacy of both **past** and **current** students' records.
3. Establishes students' right to review their educational records and provides guidelines for the correction of inaccurate information

For detailed information, visit: <http://registrar.fsu.edu/records/ferpa/>

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**\* Directory/Public Information**

**\* Unless non-disclosure request on file.**

**Anything not included below, should be treated as Non-Directory/Non-Public Info**

- |   |   |
|---|---|
| 1. Name, date and place of birth                          | 7. Weight and height of members of athletic teams |
| 2. Local and/or permanent address                         | 8. Dates attended University                      |
| 3. Telephone number (if listed)                           | 9. Degrees, honors & awards received              |
| 4. Classification   | 10. Last educational institution attended         |
| 5. Major field of study                                   | 11. Digitized photo (FSU Card)                    |
| 6. Participation in official University activities/sports | 12. EMPLID  |

**\*\* Non-Directory /Non-Public Information**

1. Race and Gender
2. Social Security Number
3. Grades and student status
4. Email address
5. Country of Citizenship

**\*\* Some examples. Released only to:**

- Parents/Individuals named in delegate access form by student
- School Officials with verified Legitimate Educational Interest
- Appropriate parties when emergency health or safety situations arise that could affect student or other individuals. (e.g. measles; suicide threat)

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FLORIDA STATE UNIVERSITY

### Permission to Release Non-Directory Information to Third Parties

Revised 3/2014

I, \_\_\_\_\_, understand that, in accordance with The Family Educational Rights and Privacy Act of 1974, the University will not release non-directory information to third parties, except those listed below, without my written consent. I hereby request, give my permission and direct the faculty and instructional/academic support staff of \_\_\_\_\_ to discuss with and release the specified portions of my academic records, to the following individuals, prospective employers and/or academic committees:

To view a sample of the entire delegate access form, follow this link:

[http://registrar.fsu.edu/forms/permission\\_to\\_release\\_info.pdf](http://registrar.fsu.edu/forms/permission_to_release_info.pdf)

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### What to Avoid....

#### NEVER:

- Email grades.
- Use a student's entire social security number or link it to a student's name in a public manner.
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- **When doubt exists about whether or not student information should be released, contact the Office of the Registrar at <http://registrar.fsu.edu> or (850) 644-1050.**

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### Recommendations

**Remember** a good rule-of-thumb: If you don't want it to become an educational record, don't write it down!

**Always** have the requesting party, whether on the phone or in person, provide all the pertinent identify information to you. Don't provide it for them or prompt them.

**Verify** that there is a signed release from the student, specifying the records to be disclosed, the purpose of the disclosure and the party to whom the disclosure is to be made. This applies to letters of recommendation as well.

**When doubt exists as to whether or not student information should be released, contact the Office of the Registrar at <http://registrar.fsu.edu> or call (850) 644-1050**

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This concludes your introduction to FERPA.

To schedule additional training or obtain more information contact:

Office of the Registrar  
<http://registrar.fsu.edu> or (850) 644-1050

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The Office of the Registrar wishes to thank the American Association of Collegiate Registrars and Admissions Officers, the Federal Department of Education, and the National Association of College and University Attorneys for their contributions.

U.S. Department of Education web site:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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