Introduction to
The Family Educational
Rights & Privacy Act
or
FERPA
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/](http://registrar.fsu.edu/records/ferpa/)
**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
2. Local and/or permanent address
3. Classification
4. Major field of study
5. Participation in official University activities/sports
6. Weight and height of members of athletic teams
7. Dates attended University
8. Degrees, honors & awards received
9. Last educational institution attended
10. Digitized photo (FSU Card)
11. EMPLID

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

1. Race and Gender
2. Social Security Number
3. Grades, GPA, 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)
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.
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/](http://registrar.fsu.edu/) or call (850) 644-1050
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
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: