



**EASTERN
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COLLEGE**

Family Educational Rights and Privacy Act

FERPA



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What is FERPA

- Family Educational Rights and Privacy Act
- Federal law that details requirements regarding privacy of student records
- Broad Requirements:
 - Release, or not, of education records
 - Student access to their records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

FERPA provides certain rights to students;

- the right to inspect and review their education records
 - the right to request to have their education records amended,
 - and, the right to have some control over the disclosure of personally identifiable information from their education records.
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- Education Records - those records that are directly related to a student maintained by an institution.
 - College Student a - person who is or has been in attendance at a post-secondary institution (taken any class offered).



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Parental Rights



Parents have the right to act on behalf of a dependent student in limited situations.



EAC is post-secondary education; therefore, all students (even under the age of 18) have the three rights stated previously.



Our practice – never disclose student education record information, of any kind, to anyone other than the student.



When in doubt – do not give it out.



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Education Records

- Education records contain information directly related to a student by which the student may be identified.
- Directory Information – information not generally considered a violation of a student's privacy.
- Non-Directory Information – any student information not stated as directory information and generally considered to be personal and confidential.

EAC Student Directory Information

- Category I – Name, address, telephone number(s), email address, dates of attendance, class and picture.
- Category II – Previous institutions attended, major fields of study, awards, honors (includes Dean's List), degrees conferred (including dates).
- Category III – Past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), date and place of birth.
- **Students have the right to withhold disclosure of any category of directory information.**
- Requests by anyone other than the student for any student information are best directed to Records and Registration.
- **When in doubt – do not give it out.**



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Important Reminders

- Many types of student record information are considered personal, sensitive, and confidential.
- Verify student identity every time you disclose student information to ensure you only disclose information to the student it pertains to.
- Be careful and vigilant when working with education record data; security measures should always be employed when devolving, storing, or disclosing student data.
- Be cautious with any request for student information from anyone other than the student.
- If presented with written authorization from someone other than the student, contact Records and Registration.
- **When in doubt – do not give it out; contact Records and Registration for direction.**

Additional FERPA Information

- <https://www.aacrao.org/resources/compliance/ferpa>
- <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Eastern Arizona College Records and Registration
 - Office: (928) 428-8270



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