

FERPA Reference Sheet for Faculty/Staff

FERPA, the [Family Educational Rights and Privacy Act of 1974](#), as Amended, protects the privacy of student educational records. It gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure of information from those records. Ultimately, an institution's failure to comply with FERPA can mean the withdrawal of federal funds by the Department of Education.



As a Faculty/Staff Member, you need to know the difference between **Directory Information** and **Personally Identifiable Information**.

Directory Information

(May be disclosed, unless the student requests otherwise.
Refer such requests to your department office or to the Registrar's Office.)

- Name (legal and preferred);
- Address (local and permanent);
- Enrollment Status (e.g. undergraduate or graduate, full-time or part-time);
- University assigned E-mail Address;
- Current Telephone number (local and permanent);
- Major field of study;
- Participation in officially recognized activities and sports, including the birthdate, place of birth, weight and height of members of University athletic teams;
- Dates of attendance at UWF;
- Degree(s) earned at UWF;
- University recognized Degrees, Certificates, Thesis/Dissertation Titles, Awards and Honors received (including Dean's List and President's List);
- Grade classification (Freshman, Sophomore, Junior, Senior or Graduate Student);
- Most recent previous educational agency or institution attended.

Personally Identifiable Information

(any data other than "Directory Information")

- Social Security Number
- UWF ID
- Residency Status
- Gender
- Religious Preference
- Student's Class Schedule
- Grades/GPA
- Race/Ethnicity
- Test Scores
- Academic Standing

Personally Identifiable Information **may not** be released to **anyone** but the student.

This includes parents and spouses. (Refer callers to the Registrar's Office)

PLEASE DO NOT:

- Leave exams, papers or any documents containing a student's social security number or UWF ID, grade, or grade point average outside your office door or in any area that is open-access.
- Record attendance by passing around the UWF class roster, which contains the student's UWF ID.
- Provide grades or other Personally Identifiable Information to your students by telephone or email.
- Leave your computer open where anyone can access it.
- Leave your computer open to any program with student information available when others are in your office or work area.
- Leave any paperwork with student information face up on your desk when others are in your office.
- Discuss any student's information while others are within earshot.

POSTING GRADES

Under FERPA guidelines, student grades **must not** be released or made available to third parties. UWF policy, therefore, **prohibits** instructors from posting grades in classrooms or on web sites unless the student's identity is concealed.


- Instructors **MAY NOT** post grades by Name, Social Security Number, or UWF ID
 - *The SSN or UWF ID may not be used in whole or in part*
- Instructors may post grades **ONLY IF** these are associated with a randomly generated numeric identifier known and available **only** to you and the student; this list **must not** be arranged by alphabetic order.

RECORDS ACCESS BY UNIVERSITY PERSONNEL

As a Faculty/Staff member, you may be allowed access to a student's educational record **if** you can establish *legitimate educational interest* for the request, meaning that you need the information to fulfill a specific professional responsibility.

The following is a list of information items that **are not** considered educational records and therefore are not subject to a student's request for review:

- Law enforcement records
- Records maintained exclusively for individuals in their capacity as employees. Records of those who are employed as a result of their status as students (work-study, student workers, etc.); however, are considered educational records
- Medical treatment records
- Alumni records
- Sole-source/Sole-possession documents: these are notes (memory joggers – **not** grade or GPA related) created and maintained by you, meant for your personal use exclusively. So long as no one else ever sees these notes, they remain private and are not subject to FERPA. If you share them with someone, these notes no longer are considered "sole source." They become part of the student's educational record and are subject to FERPA.

 **Grade books are not considered "sole source" documents under FERPA and so must be made available to written student requests for record disclosure.** If a student requests gradebook disclosure, all notations pertaining to other students would be stripped out of the copy provided for review.

FOR MORE INFORMATION

Kelley Brundage **University Registrar**
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Adam Burgess **Associate Registrar**
Email registrar@uwf.edu

<https://uwf.edu/offices/registrar/ferpa-and-student-records/ferpa/#form>