WHAT IS FERPA?

In 1974, Congress passed the Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment.) The act grants specific rights to students:

- The right to inspect and review their educational records
- The right to request amendment of the educational records and in some cases append a statement to the records
- The right to consent to disclosure of their records
- The right to prevent release of directory information
- The right to file a complaint with the U.S. Dept. of Education

WHAT IS A STUDENT EDUCATIONAL RECORD?

Any information, either written or electronic, about a student enrolled or previously enrolled at the college is considered an educational record. This includes:

- Personal identifiers (birth date, address, phone number, student identification number, etc.)
- Enrollment records and other electronic information, grades, personal notes that have been shared with others in your department
- Employment records for college employees, law enforcement or campus security records.

Directory information may be released without written permission and includes name, dates of attendance, degrees received, major program, and height and weight of athletes.

Students, however, may block the release of directory information by written request at the Registration Office. They may also list individuals or agencies as exceptions to that "no release of information".

ARE ALL STUDENTS PROTECTED BY FERPA?

YES

“Eligible student” means a student who has reached 18 years of age or is attending an institution of postsecondary education.

If a student has taken a class at OC, regardless of age, they are protected by FERPA.

SPECIAL "DON'TS for FACULTY"

To avoid violations of FERPA rules, do not:

- Use any part of the student identification (SID) or social security number (SSN) in a public posting of grades.
- Link the name of a student with an SID or SSN in any public manner.
- Leave graded tests in a stack for students to pick up by sorting through the papers of other students in the class.
- Circulate a printed class list with student name, SID, SSN or grades as an attendance roster.
- Discuss the progress of any student with anyone other than the student (including parents) without the written consent of the student.
- Provide anyone with a list of students enrolled in your classes for any commercial or legal purpose.
- Provide anyone with student schedules or assist anyone in finding a student on campus. Refer inquiries to Campus Safety, the Registration Office or the local campus main office.

WHAT ARE THE BASIC RULES OF FERPA?

Student educational records are confidential and may not be released without the written consent of the student.

As an employee of the college, you have a responsibility to protect the records in your possession. Your access to student information is only for legitimate use in the completion of your responsibilities as a college employee.

The Registrar and the staff of the Registration Office are responsible for any student information request, including requests for "Directory Information".