

FERPA in 5 minutes

Student Employee Training Orientation

June 16, 2016

Mia Rojo



What is FERPA?

FERPA stands for Family Educational Rights and Privacy Act of 1974

- It is designed to protect privacy of education records
- Establishes the right for students to limit disclosure of directory information.
- Establishes the right of students to inspect and review their records
- Provides guidelines for the correction of inaccurate and misleading data through informal and formal hearings.



FERPA is enforced by the Family Policy Compliance Office at the U.S. Department of Education in Washington, D.C.





Directory Information

This is information that can be disclosed without having student permission. This information is NOT harmful to the student, and what is included under Directory Information is at the discretion of each institution.

What Information Can I give out?

Directory Information:

- Student's name
- Student's photo ID
- Grade Level : Freshman or Sophomore
- Participation in sports and activities
- Degrees, honors and awards received
- Address (City, State and or Country Only)
- College email address
- Semesters of enrollment
- Enrollment status (not hours, only FT, PT)
- Major field of study
- Previous high school attended



Do not Release:

- Student ID Number
- Birthdate
- Social Security Number
- House number
- Grades
- Gender
- Class schedule
- GPA



AUTHORIZATION TO RELEASE FORM

- By signing this form, the student authorizes college personnel to release confidential/non-directory information to designated person(s).
- The person(s) listed on this form will have access in person, or by U.S. and electronic mail (not by phone) with proper identification to the confidential/non-directory information pertaining to the student.
- The student records section consists of:
 - a) application for admission records
 - b) enrollment activity
 - c) student academic history which includes grades
 - d) academic progress in current course schedule
 - e) any other item that may be identified as a student record
- The financial records section consists of:
 - a) current and past Bursar account information and/or documents
 - b) financial aid records
 - c) any other item that may be identified as a financial records

Student has the right to revoke this authorization at any time the student desires.

FERPA and Parents

FERPA covers students that are minors. A minor student is a student that is under the age of 18 years old. At OCCC parents need to have an Authorization to Release for on file authorizing their parents access to their education records.

Without an Authorization to Release form parents are only allowed to have Directory Information.



How long does FERPA lasts?

FERPA Begins:

FERPA rights begin the moment the student is **admitted** and **enrolled** in an institution regardless of age, including minors.



FERPA Ends:

FERPA rights end with the death of the student.



Questions



For more information about FERPA please contact:

Chris Shelley/Assistant Registrar
chselley@occc.edu

Mia Rojo/Records Coordinator
mrojo@occc.edu

