

FERPA – Permission to talk with a Parent, Spouse, or Named Other

Family Educational Rights and Privacy Act (FERPA):

- Protects the privacy of student **education records** (any info directly related to a student, collected by and maintained by the university) and generally limits access to the information contained in those records by third parties.
- Ensures students have a right of access to their own education records.
- **REMEMBER:** When a student turns 18 **or** begins attendance at a post-secondary institution, the student holds these rights directly, and parents lose their right of access to their children's education records.

Authorization to Release Student Information:

- Students may choose to grant permission to disclose educational records to certain individuals by completing the [Authorization to Release Student Information form](#).
- Students must indicate the “type” of information permitted to share:
 - Academic Information (i.e. verbal confirmation of grades, GPA, academic status)
 - Discipline Information (i.e. demerits, discipline status)
 - Financial Information (i.e. fee balance, financial aid)
 - Residency Information (i.e. citizenship verification)
- To verify which individuals are authorized access to a specific student’s information, you will need to confirm that they are listed on the student’s PeopleSoft “Relationships” page. If no results are returned, then the student has not given permission for anyone to receive information about them.
- For information on how to access the Relationship page, see pg. 18-19 of the [Faculty and Advisor Handbook](#) (available on the Office of the Registrar webpage). Make sure to ask them to confirm the last four of their SSN to confirm you are speaking with the correct person (listed in PSoft).

Examples of education records include:

- Admissions information (HS transcripts, test scores, etc.)
- Grades, test scores, evaluations, course work and course communications
- Internship program records
- Disciplinary records
- Financial aid records and other financial information
- Work-study program records (timecards, etc.)

Examples of non-educational records:

- Alumni records
- Employment records when employment is **not** contingent on being a student