

Can I have a recap of the FERPA basics? Absolutely!

1. FERPA is a federal law which protects the confidentiality of students' educational records.
2. You have a responsibility to protect the educational records in your possession.
3. If you come across a situation which may be in violation of FERPA, contact your supervisor. If there is still a question, contact the Associate Registrar for Student Records. Do not ignore it.
4. Every student record is confidential. Do not discuss private information about one student with another individual unless you have written permission to do so or both parties have legitimate educational interest.
5. Law enforcement records, employment records and sole possession notes are not considered educational records.



6. Information not on IUP's list of "Directory Information" cannot be released without written, signed and dated consent from the student.
7. Students have a right to withhold their directory information by filing a non-disclosure form with the Registrar's Office.
8. Do not display or create public lists of student scores or grades. Do not publish student ID numbers, any portion of a social security number or other personal identifiers.
9. Your access to educational information must be for legitimate educational use in order to do your job duties. Curiosity is not a legitimate reason to access a student's record.
10. If you are uncertain whether someone has legitimate educational interest, ask your supervisor. If there is still a question, contact the Associate Registrar for Student Records.
11. If you are a Banner user, watch for the notation "Warning: Information about this student is confidential" as well as the words "Confidential" next to the student's name. If you see this, no directory information may be shared with a third party about this individual.

12. Parents and spouses do not have automatic access to the educational record of a student. The student can choose to give such access through IUP's Student Record Release Authorization process. Specific details are located on the Registrar's home page – www.iup.edu/registrar.
13. Use secure venues – i.e., D2L when sending educational record information (i.e., grades, quizzes, etc.) to students. E-mail is not considered to be a secure venue.
14. In the case of an imminent emergency, contact Campus Police at 724-357-2141.
15. If you have any other questions, contact the Associate Registrar for Student Records at 724-357-4820.

