



FERPA FOR FACULTY

WHO DOES FERPA AFFECT ?

Any currently enrolled student or returning student who has attended UNA in the past.

This includes Early College students.

Prospective students are not guaranteed rights under FERPA

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (**FERPA**) as amended is a U.S. Federal Law that governs the privacy of student education records, governs access to those records as well as disclosure of information from them. FERPA is also known as the *Buckley Amendment*.

What is Directory Information?

Information contained in an education record of a student which would not generally be considered harmful or in violation of privacy rights if disclosed. **UNA** defines the following as directory information **UNLESS** the student has placed a directory hold on their record:

Name	Weight/Height of member of athletic teams
Address (local & permanent)	Previous school attended
Email Address	Date of Attendance
Telephone Number	Degrees/Awards Received
Major Field of Study	Participation in Officially Recognized Activities/sports
Dates of Attendance	

Instructor's DO's

- DO know that all students at UNA are covered, no matter their status (i.e., non-degree, transient, etc).
- DO release a student's information to her/her when you have positively identify the student. Telephone and non-UNA email are not reliable methods to make a positive I.D. of a student. UNA email is the official form of communication. **Never give out grades!!**
- DO protect confidential information on your computer screen and your desk. A good practice is to always log off your computer when away from your desk.
- DO post your grades only in CANVAS
- DO make sure grades are not visible when you return student work.
- DO provide student information to school officials with a legitimate educational need to know basis. Contact the Office of the Registrar when you are uncertain how to respond.
- DO understand that directory information can be shared with third parties without student consent as long as the student does not have FERPA confidentiality hold on their academic records. Contact the Office the Registrar for clearance.

Instructor's DONT's

- **DON'T** share directory information without a written release from students who have a FERPA restriction - *Check with the Office of the Registrar.*
- **DON'T** email students any confidential information, including grades. This information can be released to the student in person or entered in Canvas but not other method of communication.
- **DON'T** release a student's class schedule to anyone. If there is an emergency, contact the Office of the Registrar for assistance at 4613.
- **DON'T** share information about students with third parties, parent/guardians unless the student is present and gives consent. The student may also present a written request specifying what information you may share. If the parent states that the student did submit a **FERPA** release naming them, please check with the *Office of the Registrar* **first to be certain.**
- **DON'T** ask students in class to hand back graded work to other students.
- **DON'T** leave graded student work in a public space.
- **DON'T** share or discuss education records with your colleagues or co-workers unless a legitimate educational need exists.

FERPA

**WHEN IN DOUBT
DON'T GIVE IT OUT !!**

Questions, please contact:

Office of the Registrar

registrar@una.edu

Ext. 4316

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