



FERPA

Family Educational Rights and Privacy Act

Presented by:

The Office of the Registrar

Santa Clara University

Revised November 2024



FERPA HISTORY

- Originally passed as the Buckley Amendment in 1974
- Amended several times over the past 4 decades
- Most recently re-authorized by Congress in December 2009.



What is the Purpose of FERPA?

- Sets forth requirements regarding the privacy of a student's educational records including:
 - The release of records maintained by an educational institution
 - Access to educational records.



Under FERPA, *educational record* means those records that are:

1. Directly related to the student; and
2. From which a student can be personally identified
3. Maintained by an educational institution or a party acting for the institution
 - Handwritten
 - Print
 - Magnetic tape
 - Film
 - Diskette
 - Electronic



Information Protected Under FERPA

- Race
- Gender
- Social Security Number
 - All or in part
 - We cannot confirm that a SSN is correct
- Grades
- GPA
- Academic Standing
- Country of Citizenship
- Religion



Eligible Student

- “Eligible student” means a student who has reached the age of 18 or is attending, or has attended, an institution of postsecondary education. This includes courses taken through the web, Internet, teleconferencing, etc. for which the institution maintains records.
- When a student becomes an eligible student the rights accorded to and consent required of a parent transfer from the parent to the student.



Students' Rights Under FERPA

- Right to inspect and review educational records.
- Right to seek to challenge/amend records.
- Right to have some control over the disclosure of information from educational records.



Annual Notification

- Educational institutions are required to notify student of their rights under FERPA
- Annual notification is published in
 - Bulletins
 - Community and Student Handbooks
 - Annual email to all students from the University Registrar



Written Consent

- A student may give consent by:
 - Entering authorization data through Workday. Go to your profile, choose “Personal” on the left, then click the “Additional Data” tab and then “Edit”.
 - Or, the student may provide written consent
 1. Specify the records that may be disclosed.
 2. State the purpose of the disclosure.
 3. Identify the party or parties to whom the disclosure may be made.



How do I know if a student has authorized access?

- Logon to Workday from your MySCU portal.
- After logging into Workday, search for the student either by their name or student ID.
- Choose “*Personal*” on the left side menu.
- Select “FERPA Information” on the top menu.
- For more information contact One Stop or the Office of the Registrar.



- As a rule, we do not release any information covered by FERPA over the telephone. This includes inquiries made by the student or authorized parent.
- Information may be communicated to a student via a *secured email address*. At SCU this is limited to the student's SCU email account.



Requesting Academic Information

- Students may request official transcripts and enrollment verifications via their secure Workday account.
- Authorized third party may request an enrollment verification or transcript. The request must be made in writing and signed by the authorized individual.
- The transcripts and verifications are produced by the transcript servicer or Office of the Registrar and mailed to the address indicated.



Exceptions to Prior Consent

- School officials with legitimate educational interests
- Student who seeks or intends to enroll
- Parents of dependent students
- Directory information
- Victim notification
- Parental Notification (Possession of Alcohol/Drugs)
- Veterans' Affairs and other government agencies



Threat to the Health and/or Safety of a Student or the Community

- The University is authorized under FERPA to release educational and directory information to appropriate parties without consent if the University finds an “articulable and significant threat to the health or safety of a student or other individuals in light of the information available at the time”
- Call Campus Safety or 911 for immediate safety issues
- Contact Campus Safety or the Office of Student Life if you feel that a student poses a threat to himself or others



Directory Information - Can be released without the student's consent

- Name
- Address
- Telephone number
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Classification level/academic standing
- Dates of attendance
- Participation in an officially recognized sport
- Weight/height of athletes
- Degrees, honors, awards received
- Most recent educational agency or institution attended



FERPA Non-Disclosure Privacy Record

- The University staff is committed to abiding by the guidelines of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. FERPA stipulates that each college/university in the U.S. maintain the privacy of student records, notify students of the location of all "official records" kept by the University on students, and make adequate provisions for students to examine their own records upon formal request. Please contact the [Office of the Registrar](#) for additional information.
- If a student wishes to make their student record in Workday private, then they can update their personal settings by entering in the search bar "Manage My Privacy Settings" and choose what directory information they wish to keep private. This will remain in effect until the student chooses to remove it.

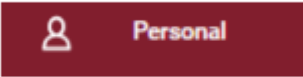


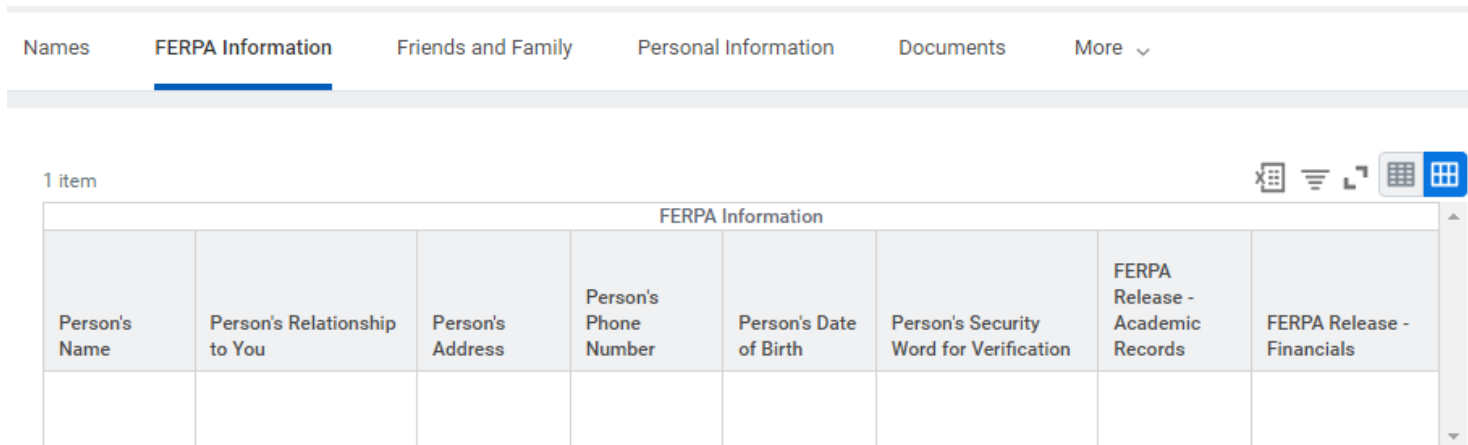
FERPA TRAINING

- All faculty, staff and student employees who have access to student educational records must have FERPA training.
- Training can be completed by:
 - Scheduling a training session with the Office of the Registrar
 - Attending a session provided by Human Resources
 - Reviewing the FERPA materials on the SCU FERPA and You website and completing the FERPA Training Module.



Information for Faculty and Staff

- After logging into Workday, search for the student and go into their profile.
- Choose “*Personal*” from the left side menu. A dark red rectangular button with a white person icon on the left and the word "Personal" in white text on the right.
- Then click “*FERPA Information*” from the top menu.

A screenshot of the Workday user interface showing the "FERPA Information" menu item selected. The menu bar includes "Names", "FERPA Information", "Friends and Family", "Personal Information", "Documents", and "More". Below the menu, a table titled "FERPA Information" is displayed with 1 item. The table has 8 columns: "Person's Name", "Person's Relationship to You", "Person's Address", "Person's Phone Number", "Person's Date of Birth", "Person's Security Word for Verification", "FERPA Release - Academic Records", and "FERPA Release - Financials".

FERPA Information							
Person's Name	Person's Relationship to You	Person's Address	Person's Phone Number	Person's Date of Birth	Person's Security Word for Verification	FERPA Release - Academic Records	FERPA Release - Financials



Security of Educational Records

- Keep all educational records in a secured location when not in use.
- When meeting with a student or parent, put all documents away that you do not wish to share or that do not pertain to that student.
- Use only the Santa Clara University secured email address to send information covered by FERPA.
- Log out of Workday when you are away from your desk.
- Do not share your MySCU login.
- Use confidential recycling to dispose of any documents that contain confidential information.



FERPA SCENARIOS

1. A parent calls one of the student's professors asking to discuss the student's progress in the class.
 - The student has given authorization for the parent to request financial and academic information.

Is it ok for the professor to speak directly with the parent?



2. An employer requests a copy of an employee's transcript stating that the company has paid for the student's education.
3. A newspaper is doing research on local colleges and requests the average cumulative GPA of our graduating class.
4. You receive a call from a parent asking for address and telephone information on a student.
5. After inspecting the residence hall at the end of the term, a residence hall director finds damage to one of the rooms and calls a parent to report that the student has to pay for damages.



More information

- Office of the Registrar
- SCU website: <http://www.scu.edu/ferpa/>
- Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue, SW
 - Washington, DC 20202-5920
 - 1-800-USA-LEARN (1-800-872- 5327)
- <http://www.ed.gov/policy/gen/guid/fpc/index.html>
- Email: Ferpa@ed.gov



REFERENCES

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
FERPA Quick Guide 2013
<http://www.aacrao.org>
- U.S. Department of Education
Protecting Student Privacy Recorded Webinars
<https://studentprivacy.ed.gov/content/recorded-webinars>
- Santa Clara University
FERPA and You
<https://www.scu.edu/ferpa/>
- Santa Clara University
FERPA Basics
<https://www.scu.edu/ferpa/ferpa-basics/>
- The Family Policy Compliance Office
US Department of Education
<https://www.parentcenterhub.org/family-policy-compliance-office/>