

# What is FERPA?

- **FERPA (Family Educational Rights and Privacy Act) is a federal law that protects students. This law gives students five rights.**

- The right to inspect and review their educational records
- The right to seek the amendment of their educational records
- The right to consent to the disclosure of their educational records
- The right to obtain a copy of the schools Student Records policy
- The right to file a complaint with the FERPA office in Washington, DC

## Information Access

- We now have more access to restricted information than ever before with Banner. The consequences of how we handle, or mishandle, student information are significant. What student information can you disclose, and to whom, under the Family Educational Rights and Privacy Act (FERPA)?
- In general, do not release any information to off-campus inquiries.
  - Students may release information by providing a signed release.
  - Information viewed on a computer screen should be treated with the same confidentiality as paper records. Be sure to log off of Banner when your computer will be unattended.
  - Read the BCCC Policy on Release of Student Information

# COMMON QUESTIONS

- **Question: Can I include non-directory information in a letter of recommendation for a student?**

**Answer: ONLY if the student provides written permission for the individual writing the letter of recommendation to release such information.**

- **Question: Can student grades be posted by Social Security Number or Name?**

**Answer: No. This can ONLY be done if each student provides written permission for the instructor to do so. Even with permission from the student, this is not recommended. A unique number assigned to each student would be a preferred method.**

**For more information see:**

<http://www.epic.org/privacy/education/ferpa.html>