

FERPA

The Family Educational Rights and Privacy Act

Student FERPA Training

- Welcome to FERPA training for Students.
- Visit the Registrar's office to sign your Statement of Understanding.

Registrar's Office

- Operating Hours: Monday – Friday 8am-4:30pm
- Phone: (218) 335-4222
- Email: stacey.lundberg@lltc.edu



Definition of FERPA

A Federal law designed to:

- Protect the privacy of educational records
- Give students the right to review their educational records
- Provide students ways to contest or correct inaccurate or misleading data

Essence of the Act

- Colleges may not disclose information about students nor permit inspection of their records without written permission of the student, with certain exceptions.
- College students must be permitted to inspect their own educational records.

What is an educational record?

- Any record, with certain exceptions, maintained by an institution with a student's name or students' names on it.
- Any record which contains information directly related to students and from which students can be individually identified.

Educational Records also include...

- Files and documents in all media, such as:
- Handwriting
- Print
- Tapes
- Microfilm
- Microfiche
- Computer

Directory Information

- May be disclosed without prior written notice unless student submits an annual written notice to restrict information.
- Varies across institutions.
- Institutions select items from federal guidelines.

LLTC Directory Information includes...

- Student name
- Current address and phone number
- Dates of attendance
- Year in school
- Major

Directory information, continued

- Degrees and awards received (including dates)

Disclosure of education records

- Other than directory information, LLTC will not disclose information without the written consent of the student.
- Exceptions
 - **School officials** with legitimate educational interest
 - Other specified exceptions by LLTC policy

School Officials

- A person employed by LLTC in an administrative, supervisory, academic, research or support staff position.
- A person acting in LLTC' s behalf or as its agent, such as an attorney or an auditor.

Student workers as school officials

- A student worker must have a carefully defined role, FERPA training, and a signed Statement of Understanding regarding FERPA to be classified as a school official.
- All student workers who have any access to student records and information need FERPA training and a signed Statement of Understanding regarding FERPA.
- FERPA training must be completed annually.

Legitimate educational interest

- Performs a task specified in position description or contract agreement.
- Acts in the student's educational interest, with directly identifiable educational relationship with the student involved, for an educationally related purpose.

Phone requests

LLTC will not release personally identifiable information to the student or third parties via telephone.



Release of information to relatives, significant others

- LLTC will not release personally identifiable information to students, relatives, or significant others without written permission from the student.
- Although directory information may be released, LLTC exercises caution when appropriate.

When should student workers release information?

- Only when directed to by their supervisors.

Security of records

- Keep any student records in a secure environment when not present.
- Do not leave files, notes, etc. on tables, desks, counters or in other areas open to the public.
- Secure computer screens.

Discussing students

- Share information on a need-to-know basis only.
- Refrain from sharing anecdotal information regarding individual students in public meetings.



Summary

- **FERPA is designed to protect the privacy of student records.**
- **LLTC student employees who have access to student records are legally responsible for:**
 - Knowledge of FERPA and
 - Protecting students' rights under FERPA