

# FERPA information for Faculty

## Who has access to non-directory information?

With several exceptions provided by FERPA, Taft College cannot release personally identifiable non-directory information in an education record without prior written consent from the student. Some examples of non-directory information include:

- birth date
- religious affiliation
- citizenship
- **disciplinary status**
- ethnicity
- gender
- **grade point average (GPA)**
- marital status
- **SSN/student I.D.**
- **grades/exam scores**
- test scores (e.g., SAT, GRE, etc.)

I know that faculty do not have access to most of the items listed above but you could be aware of the ones I have placed in bold.

## FERPA "Danger Zones" for Faculty (not related to posting of grades):

- Circulating a printed class list with student name and Student ID number or grades as an attendance roster.
- Discussing the progress of any student with anyone other than the student without the consent of the student (e.g. parents, employers, other students).
- Providing anyone with lists of students enrolled in your classes for any commercial purpose.
- Providing anyone with student schedules or assist anyone other than a Taft College employee in finding a student on campus.
- Giving out directory information about a student who has requested confidentiality.
- Re-disclosing confidential information to a third party without authorization.
- Including personally identifiable information about student "A" in student "B's" record without student A's permission.
- Including FERPA protected information in a letter of reference without the student's written permission (this includes the student's GPA or grade in your class).

**To avoid FERPA “Danger Zones” related to the posting of grades, MAKE SURE TO:**

- Never link the name of a student with that student's ID number in any public manner.
- Never mail grades to students UNLESS consent is received and a self-addressed envelope (no post cards) is supplied by the student.
- Never post the grades, even if coded, in alphabetical order or any other recognizable order.
- Never, as a matter of good practice, provide a grade to a student over the telephone or by e-mail.

Taft College protects the privacy of all past and present students. If students choose to allow an individual to have access to their educational records, they must do so by writing a letter stating their intent. The letter must be accompanied by appropriate identification from both parties and is valid for a single request. In the Student Services department, a student can fill out a Consent to Release Information form which is valid for one school year. Directory information may be released in accordance with the definitions in the Taft College Board Policy 5040, which is the following:

- \* Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- \* Degrees and awards received by students, including honors, scholarship awards, athletic awards and the President’s and Vice President’s Lists of recognition.

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

**FERPA Complaints.** Students may file a complaint with the U.S. Department of Education. Generally speaking, however, students may not file a lawsuit against the institution for a violation of FERPA.

**Penalties for Violation of FERPA:** Penalties for uncorrected violations may include a cutoff of federal funding to the institution.

Taft College Board Policy

[http://www.taftcollege.edu/tcwp/oldagenda/wp-content/uploads/2011/02/BP5040-Student-Records-and-Directory-Information\\_1-14-13.pdf](http://www.taftcollege.edu/tcwp/oldagenda/wp-content/uploads/2011/02/BP5040-Student-Records-and-Directory-Information_1-14-13.pdf)

Taft College Administrative Procedures

<http://www.taftcollege.edu/tcwp/oldagenda/wp-content/uploads/2011/02/AP-5040-Student-Records-Directory-Information-and-Privacy.pdf>