

# FERPA

The Family Educational Rights and Privacy Act

FERPA Tutorial online:  
[www.oit.edu/registrar/ferpa](http://www.oit.edu/registrar/ferpa)

## Faculty/Staff FERPA Training

- Welcome to the on-line FERPA training for Faculty and Staff.
- Once you have completed this training, you may take the on-line FERPA quiz.
- FERPA training is required annually to maintain your systems access.
  - Access to Web for Faculty, Banner, etc.
  - Watch for your reminder in TECHweb.

## FERPA contact

- For clarification, additional information or to discuss a specific situation contact:
  - **Wendy Ivie, University Registrar**
    - **541-885-1539**
    - **[wendy.ivie@oit.edu](mailto:wendy.ivie@oit.edu)**



# FERPA Background

- Federal act passed in 1974; amended several times since then.
- Designed to protect the privacy of education records of students.
- There is some institutional flexibility.

# Requirements for Compliance

- Written Oregon Tech institutional policy
- Public notice of directory information
- Give students access to their own educational records
- Annual training for employees



# FERPA Rights

## 5 basic rights of the student:

1. Inspection and review of their records.
2. Amend an incorrect record.
3. Consent to disclosure (File Authorization Form).
4. File a complaint with Department of Education.
5. Obtain a copy of the institution's policy.

## School Officials

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



# 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.





# FERPA Definitions

- **ELIGIBLE STUDENT :**
  - Enrolled in higher education and applies only to that segment of the institution in which the student is enrolled.
  
- **EDUCATIONAL RECORDS:**
  - information directly related to students and from which students can be individually identified maintained by the institution.
  
- **DIRECTORY INFORMATION:**
  - information not considered harmful or an invasion of privacy if disclosed.



# Educational Records

Protected student education records include all student files in ALL Oregon Tech offices

It also includes documents in all media:

- Handwriting
- Print
- Tapes
- Microfilm
- Microfiche
- Computer

## What is NOT an educational record

- Records in the sole possession of the maker.
- Law enforcement records.
- Employment records.
- Medical/psychological treatment records.
- Alumni records.

# Disclosure of Education Records

- Other than directory information, Oregon Tech will not disclose information without the written consent of the student.
- Exceptions
  - **School officials** with legitimate educational interest or “need-to-know.”
  - Other specified exceptions by Oregon Tech policy, such as Judicial orders, studies for and on behalf of Oregon Tech, and health and safety emergencies.
- All **subpoenas** for student education records should be forwarded to the University Registrar.

# Directory Information

1. Student Name
2. Dates of Attendance by term
3. Degree Program/Major Field of Study
4. Degrees and Awards received
5. Date of Graduation
6. Most recent/previous school attended
7. Current Address
8. Phone Number
9. Hometown
10. Participation in Official Activities/Sports
  - Age, Height, and Weight of Athletic Team Members



**NOTICE** that e-mail is not listed as directory information.

# Phone requests

Oregon Tech faculty/staff should not release non-directory information via the telephone.

- Since identity of caller cannot be verified.



## Release of information to relatives, significant others



- Oregon Tech will not release personally identifiable information to students' relatives or significant others without written permission from the student.
- Although directory information may be released, please exercise caution.



# Release of information to students

- Faculty and staff may NOT release the following information via phone or email to students:
  - Grades
  - GPA
  - Student's email address (i.e., mass emails)
- This is due to the fact that identity cannot be verified over the phone.



# Confidential Student

- A student may request to be coded as confidential by submitting paperwork in the Registrar's Office.
- The fact that the person is currently a student, or have ever been enrolled at Oregon Institute of Technology, will not be released.
- No information is to be released by anyone, to anyone (including Directory Information)
- The term "student" or his/her" is not permitted to be used when responding to an inquiry about a confidential student.



# Discussing Students

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



# 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.



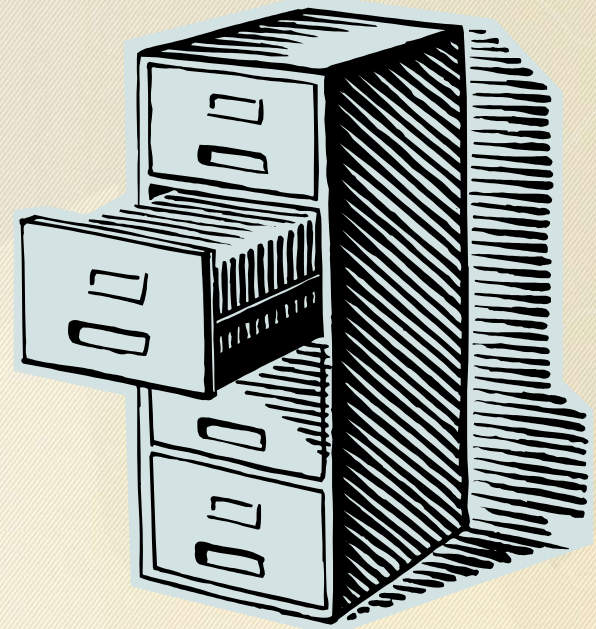
# Instructor Guidance

- In order to post grades on their office door or hand out a class roster, instructors **MUST** only use randomized numbers/codes for identification.
  - This does **NOT** include Student ID numbers
  - Although students may be in the course together, their information is still protected.
- If a course is taught remotely and the session is recorded, you may **NOT** include student faces or names in the video if you plan to post or re-use the video.

## Summary

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

**IF IN DOUBT DON'T GIVE IT OUT**



# Congratulations!

- You have completed FERPA training.
- You are now ready to take the FERPA quiz.
- Please click on the “FERPA Quiz” link or search FERPA in your TECHweb to begin the quiz.