

## **FERPA Hints for Faculty**

### *Maintaining Confidentiality of Student Records*

#### **To avoid violations of FERPA rules, PLEASE:**

- **Don't** use student social security numbers or student IDs to post grades.
- **Don't** leave graded tests in a stack for students to sort through
- **Don't** circulate a printed class roster with student names and social security numbers and/or student IDs
- **Don't** circulate students' email addresses
- **Don't** discuss the progress of any student with anyone other than the student without the consent of the student
- **Don't** provide anyone with student schedules
- **Don't** provide anyone with lists of students enrolled in your classes
- **Don't** include confidential information (i.e. grades, # of credits) in a recommendation letter without the written consent of the student (FERPA Waiver available on Registrar's Office website)
- **Don't** discuss protected information by phone until you have confirmed that the caller is the student
- **Don't** email protected information to any non-Regent email address
- **Don't** send protected information in an email to multiple students
- **Don't** send emails with multiple students' names in the "To" field; use the "Bcc" field instead

Only Directory Information may be released without the student's written consent, and only by the Registrar's Office. No one may release *any* information if the student has requested a confidentiality block on his/her record. Directory Information includes:

- Name
- Address
- Email address
- Telephone
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous institution attended
- Photograph
- Participation in officially recognized activities

**It is always best to forward all requests for student information to the Registrar's Office!**

#### **PLEASE REMEMBER:**

- If you write it down and anyone else has access to it, it becomes part of the student's record.
- Access to student information via Genisys or other computer software does not authorize unrestricted use of that information.
- Always verify a student's identity before discussing confidential information by phone. (see "How to Verify Student Identity on Genisys" document)
- Information on a computer should be treated with the same confidentiality as a paper copy.
- Be vigilant about protecting student information on your laptop!
- Curiosity is not a valid reason to view student information.
- Records should only be used in the context of official business.

*The Registrar's Office is always happy to answer your questions about FERPA and student records privacy!*  
*Call x4038 or email [registrar@regent.edu](mailto:registrar@regent.edu).*