

# FERPA = Family Educational Rights and Privacy Act

## BASIC FERPA RULES:

- Student educational records are considered confidential and cannot be released without the written consent of the student.
- As a faculty or staff member you have the **responsibility** to protect educational records in your possession. Remember: you can give **generalized** statements to interested parties.
- Some information is considered “Directory” Information. Directory Information may be released without the student’s written permission. However, students can choose to keep this information confidential.
- A student who chooses to keep Directory Information confidential is designated in BANNER with a “**CONFIDENTIAL**” comment at the top of the screen. This notation means we cannot acknowledge this individual is a student at Lamar Community College.
- You have access to student information only for **legitimate** use in completion of your responsibilities as a LCC employee. “Need to know” is the basic principle.
- Do not release any student information until you speak with a Student Services staff member (x1590). **If in doubt...don’t give it out!**
- If you receive a request for student information of any kind, please direct **ALL** requests to the College Registrar, Amber L. Thompson at x1592.

### Below is a list of what LCC considers Directory Information: (ok to release)

- |  |  |
|--|--|
| ✓ Student name   | ✓ Potential graduation date                                  |
| ✓ Major field of study   | ✓ Degrees granted and dates conferred                        |
| ✓ Participation in officially recognized activities and sports | ✓ Awards received  |
| ✓ Weight and height of athletes                                | ✓ Enrollment status  |
| ✓ Dates of attendance  | ✓ Other previous education agencies or institutions attended |

*Directory information is limited to the current academic year only.*

### Below is a list of what LCC considers NOT Directory Information: (**do not** release)

- ❖ **Social security number.** You can **never** request or give out the student’s social security number, you cannot post it. You cannot use some part of this information to confirm a student’s identification.
- ❖ **Citizenship.**
- ❖ **Gender.**
- ❖ **Ethnicity.**
- ❖ **Religious preference.** If you are going to give out the student’s religious preference – say, to a student organization – the student has to be notified first and has to **give** his/her permission.
- ❖ **Grades.**
- ❖ **GPA.**
- ❖ **Daily class schedule.** This is really important. Local police authorities may try to find your student. Parents may ask what classes the student is in today. You **cannot** give that out. This means to parents who are paying the bills.
- ❖ **Student ID number (S#) and portal password.** You **cannot** request a student provide his/her S# and password for your access into the student’s portal. Please **refrain** from doing this!
- ❖ **Date of birth.**
- ❖ **Address and telephone number(s).**
- ❖ **Student email address.**

*Please keep this sheet handy as your FERPA desk reference guide- - brought to you by the **Office of the Registrar**.*