



## FERPA INFORMATION SHEET

### WHAT IS FERPA?

- FERPA - Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Passed by Congress in 1974, the Act grants four specific rights to the college student:
- The right to see the information that the institution is keeping on the student
- The right to seek amendment to those records and in certain cases append a statement to the record
- The right to privacy and to consent to disclosure of his/her records
- The right to file a complaint with the FERPA Office in Washington

### WHY IS COMPLYING WITH FERPA IMPORTANT?

- Required by the Federal Government
- Protects against loss of Federal funding that can be result of FERPA violations
- Protects MCC student privacy

### WHAT IS A STUDENT EDUCATIONAL RECORD?

- Education records are currently defined as records that are directly related to a “student” and maintained by an “educational agency or institution” or by a party acting for the agency or institution. (The term “student” excludes individuals who have not been in attendance at the agency or institution.) **Enrollment = Student**
  - Personal information
  - Admissions/Registration Records
  - Grades & Graded Assignments
  - Schedules

#### \*\*\*IMPORTANT NOTE\*\*\*

- The storage medium in which you find this information does not matter. A Student educational record may be:
  - A printed document
  - Computer file
  - Email
  - Student information displayed on a computer monitor

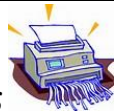
### WHAT ARE THE BASIC FERPA PRINCIPLES?

- Student educational records (regardless of student’s age) are considered confidential and may not be released without the written consent of the student
- As a faculty or staff member you have a responsibility to protect educational records in your possession
- Some information is considered public (sometimes called "Directory Information"). This information can be released without the student's written permission. However, the student may opt to consider this info confidential as well. MCC only will release such information for legitimate/official purposes. Directory Information includes name, address, phone, dates of attendance, degrees received, major program, height and weight of athletes - See <http://www.middlesexcc.edu/registrar/policies-procedures/ferpa/>

- You have access to information only for legitimate use in completion of your responsibilities as a college employee. Legitimate Educational Interest is the basic principle.
- If you are ever in doubt, do not release any information until you consult with the office responsible for the student records in question. Contact the Registrar at (732) 906-4153 or refer the request to that office. The email address for the Registrar is [rcole@middlesexcc.edu](mailto:rcole@middlesexcc.edu)

## HOW DO I AVOID VIOLATING FERPA? **DO NOT...**

- Publicly post or share in any manner student ID/ social security numbers, grades/ graded assignments or any other information in a student's educational record.
- Leave computer screens displaying student's private information unattended.
- Do not use social security or any portion of the social security number to verify student information.
- Leave papers on your desk or in any other public space that displays student's personal information.
- Discuss the progress of any student with anyone other than the student (including parents) without the written consent of the student
- Provide anyone with lists of students enrolled at the College for any commercial purpose
- Provide anyone with student schedules or assist anyone other than College employees in finding a student on campus. Refer such inquires to MCC Campus Police or Registrar.
- Do not leave messages on answering machines that contain personal or detailed information (less is better)... have the student call you back. Do not release personal information over the phone.
- Use non-Middlesex e-mail or the phone to communicate grades or other confidential student information. You should ensure use of *Middlesex's e-mail to Communicate with Students and try to avoid highly confidential communication through e-mail - Expectation of Privacy*
- **PROPER RECORDS DISPOSAL - ALL DOCUMENTS THAT ARE NO LONGER NEEDED, MUST BE PROPERLY DISPOSED OF TO PREVENT UNAUTHORIZED ACCESS/USE IN THE FUTURE**



- **SHREAD DOCUMENTS**

### An Exception...



## Emergency

- FERPA allows the release of information from education records to appropriate officials in **cases** of health and safety emergencies.