FERPA Training

Snead State Community College

revised August 2012
What is FERPA?

- FERPA is a federal law, also known as the Buckley Amendment.
- FERPA protects the privacy of a student’s education records.
Who is Protected Under FERPA?

- The rights under FERPA apply to eligible students. An eligible student is an individual who has reached 18 years of age OR is/has been in attendance at a postsecondary institution (i.e. Snead State).
FERPA Basics

- Student education records 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 education records in your possession.
- Some information (called “Directory Information”) can be released without the student’s written permission. Before releasing any Directory Information, you should consult with the Records Office to determine if the student has opted out of releasing “directory information.”
What Constitutes a Student Education Record?

- The definition of an education record under FERPA is broad. It essentially refers to any record that is directly related to a student and that is kept by the College or someone acting on behalf of the College from which an individual student can be personally identified.
- This can include files, documents, and materials in any medium (handwritten, tape, disks, film, microfilm, etc.)
Important Reminders

- Do not display student scores or grades publically in association with names, student ID numbers or other personal identifiers.
- Do not put papers containing student names and grades in publicly accessible places. Students should not have access to the scores and grades of others in the class.
- Do not share student education record information, including grades or GPA, with other faculty or staff members unless their official responsibilities identify their “legitimate educational interest” in that information for that student.
- Do not circulate a printed class roster with the student names and social security numbers as an attendance sheet.
- When you walk away from your computer, be sure that you “lock” your computer screen.
Scenario Question 1

- You get a frantic phone call from an individual who says he is a student’s husband/brother/father and must get in touch with her immediately because of a family emergency. Can you tell him where and when her next class is today?
Scenario Question 1 response...

- You get a frantic phone call from an individual who says he is a student’s husband/brother/father and must get in touch with her immediately because of a family emergency. Can you tell him where and when her next class is today?

- No. For the safety of the student, you cannot tell another person where a student is at any time. It could be a stalker.
Scenario Question 2

- Is it wrong for professors to leave personally identifiable exams or papers in a box for students to pick up?
Scenario Question 2 response...

- Is it wrong for professors to leave personally identifiable exams or papers in a box for students to pick up?

- Yes. This is a violation of the privacy rule because it is inappropriate for students to have access to other students’ information. You cannot leave personally identifiable materials in a public place.
Scenario Question 3

- An unauthorized person retrieves information from a computer screen that was left unattended. Under FERPA, is the institution responsible?
Scenario Question 3 response...

- An unauthorized person retrieves information from a computer screen that was left unattended. Under FERPA, is the institution responsible?

- Yes. Information left on a computer screen should be treated the same as printed reports. No information should be left accessible or unattended, including computer displays.
Scenario Question 4

- Is it ok to log into a student’s account (i.e. mySnead) as the student?
Scenario Question 4 response...

- Is it ok to log into a student’s account (i.e. mySnead) as the student?

- No. Students are the only ones who should access to their personal accounts. Faculty/staff should only log into accounts using their own personal, approved log-in information.
Scenario Question 5

- An employer asks you if you can verify that a student has received a degree. The student has no confidentiality hold, so should you do it?
An employer asks you if you can verify that a student has received a degree. The student has no confidentiality hold, so should you do it?

No. Even though FERPA allows for release of directory information without prior written consent of the student, the Records office is the only office that should be verifying student degrees.
Scenario Question 6

- Your daughter attends school at Snead State. She needs her transcript sent to a company so she can get a job. There is a deadline and your daughter does not have time to take care of it herself. Can you make the request on her behalf?
Scenario Question 6 response...

- Your daughter attends school at Snead State. She needs her transcript sent to a company so she can get a job. There is a deadline and your daughter does not have time to take care of it herself. Can you make the request on her behalf?

- No. Student academic records can only be released with written permission directly from the student.
FERPA Policy...

- All Snead State Community College employees are responsible for reading and being in compliance with Policy 440.01: Confidentiality of Student Records.

Policy 440.01 Confidentiality of Student Records.pdf
POLICY 440.01: Confidentiality of Student Records

EFFECTIVE: 01/18/2012

SUPERSEDES:


CROSS REFERENCE: State Board Policy 809.01

Confidentiality and access to student record information is administered in accordance with the Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment. This federal law was designed to establish the rights of students to inspect and review their education records, prevent the release of educational records to third parties without written permission of the student, and to provide guidelines for the correction of inaccurate or misleading data through formal and informal hearings.

Information contained in education records is confidential but may be reviewed by school officials who have a legitimate educational interest in the student without prior consent of the student. “School official” is defined as an individual classified as faculty, administrative, professional, or staff. A school official has a legitimate educational interest if a review of a student’s record is necessary to fulfill the official’s professional responsibilities at Snead State Community College.

Directory information may be released without prior written consent of the student unless the student formally requests that such information be kept confidential. Directory information is limited to the following: student’s name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height statistics for athletic team members, dates of attendance, grade level, enrollment status, degrees and awards received, previous educational colleges most recently attended, photographs, and honors.

A statement concerning student records, including procedures for inspecting, reviewing and amending records, is provided in the SSOC Student Handbook.

All Snead State Community College employees are required to sign an agreement acknowledging understanding of The Family Education Rights and Privacy Act of 1974.
Contact Information

If you have any questions, please contact

Jason Cannon
Interim Chief Student Services Officer
(256) 840-4150
jcannon@snead.edu
McCain Center, Top Floor
Certificate of Completion

Please complete and sign the certificate and return to:

Snead State Community College
Office of Human Resources
P.O. Box 734
Boaz, AL 35957

Or email to vcarr@snead.edu

Or fax to 256-840-4197

This is to certify that

_____________________________________
(Print Name)

of

SNEAD STATE COMMUNITY COLLEGE

has completed annual FERPA training on

_____________________________________
(Print Date)

I confirm that I have received a copy of Snead State’s policy and procedures regarding confidentiality of student records.

_____________________________________
(Signature)