

University of New Hampshire

Family Educational Rights
and Privacy Act

(FERPA)

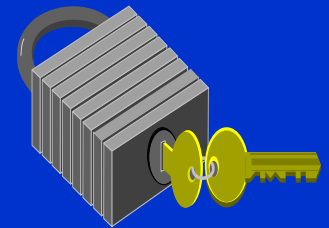
[also "The Buckley Amendment"]

FERPA is a federal law that protects students.
This law gives students five rights.

- The right to inspect and review education records.
- The right to seek the amendment of education records.
- The right to consent to the disclosure of education records.
- The right to obtain a copy of the school's FERPA policy.
- The right to file a complaint with the FERPA Office in Washington, D.C.

WHAT ARE EDUCATION RECORDS?

- **Student education records are official and confidential documents protected by FERPA. Education records, as defined by FERPA, includes all records which are related to a student and maintained by UNH.**



- **These records can be in any media: handwritten, print, type, film, electronic, etc.**



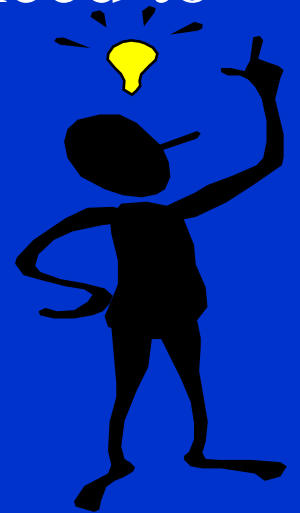
Education Records DO NOT Include:

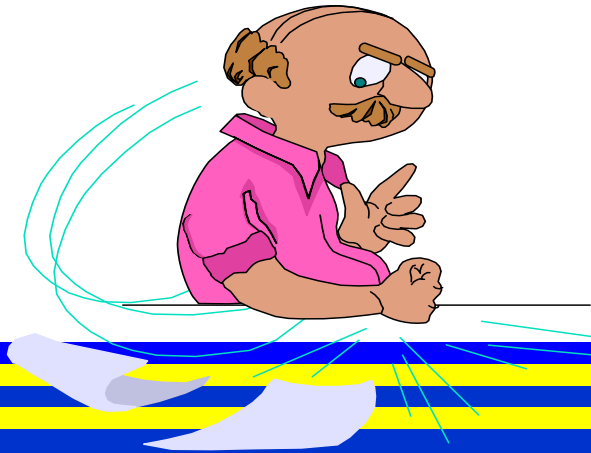
- Personal notes by faculty/staff which are not shared with others (memory joggers)
- Law enforcement/public safety records maintained solely for law enforcement purposes
- Employment records where employment is not connected to student status
- Records related to treatment by a health care professional used only for medical/health treatment of the student

How does FERPA apply to us as TA's?

What information will you have which may need to be handled in a secure way? *For example:*

- **Rosters and class lists?**
- **Papers and exams, graded homework?**
- **Grade books?**
- **Student information displayed on your computer screen in BANNER, Webcat or Blackboard/MyUNH?**





FERPA

The consequences of how we handle, or mishandle, student information are significant.

What student information can you disclose, and to whom, under the **Family Educational Rights and Privacy Act (FERPA)**?



Disclosure of Education Records

- Generally, the university must have written permission from the student before releasing information from the student's record.
- One exception is categorized as **directory information**.

Directory Information

- Certain information, known as "Directory Information" may be released without the student's consent. Directory Information at UNH is defined as:



UNH

Directory Information



Student name

Address--including e-mail address

Telephone number

Date of Birth

Major field of study

Dates of attendance

Height and weight of student athletes

UNH

Directory Information (cont'd)

Participation in officially recognized activities and sports

Degrees and awards received

Most recent previous education institution or agency attended

Class (Freshman, sophomore, etc.)

Honor rolls

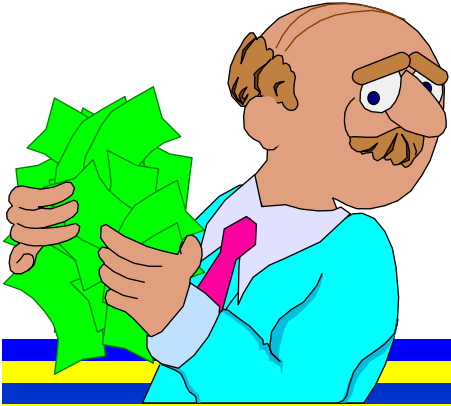




Take Note!

A student has the option to request that NO directory information be released. In order to maintain directory information as confidential, a student must sign a **Request to Prevent Disclosure of Directory Information** at the Office of the Registrar.

If the student elects to have directory information remain confidential then **NO INFORMATION CAN BE RELEASED!** This means that the student's name will be excluded from all lists, from the Student Directory to the Commencement Program Book, and Honor rolls.



Access to student education records

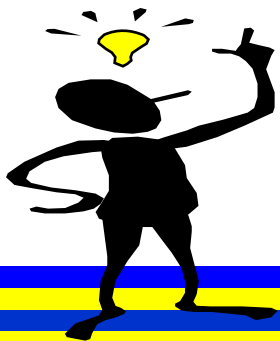
- Under certain circumstances, confidential (non-directory) education records can be released without a student's prior consent.
- For example, to comply with a lawfully issued subpoena or to school officials who have a "legitimate educational interest" (or a legal "right to know")

What is “Legitimate Educational Interest”?

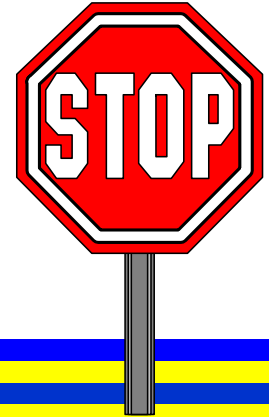


A **Legitimate Educational Interest** exists when the school official is:

- performing a task that is specified in his/her position description or contract;
- performing a task related to a student's education or to student discipline;
- providing a service or benefit to the student;
- maintaining safety and security on campus.



REMEMBER.....

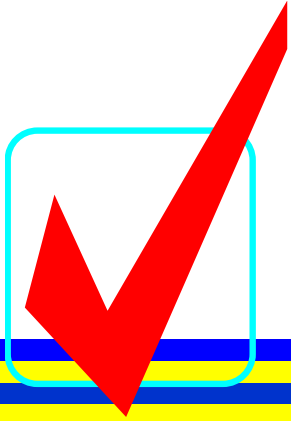


- Access to BANNER, Webcat or Blackboard/MyUNH does NOT authorize unrestricted use of student data!
- Records should be used only in the context of official business in conjunction with the educational success of the student.
- Curiosity does not qualify as a legal right to know.



What about PARENTS?

- At the post-secondary level, parents have no inherent rights to inspect a student's education records.
- The right to inspect is limited solely to the student.
- At UNH, information from the student's record may be released to parents **ONLY** with the written consent of the student.



A few important points...

- Information may be released with a signed consent from the student.
- Information viewed on a computer screen should be treated with the same confidentiality as paper records.



When in Doubt.....

- When in doubt, **DO NOT** release information - consult with the Office of the Registrar.
- **“OOPS”** is not acceptable when it comes to disclosure of education records!

UNH FERPA Policy

- For additional information on the **UNH FERPA policy**, contact the Office of the Registrar, Stoke Hall; 862-1500
- Vice President for Student and Academic Services, Thompson Hall; 862-2053
- Provost and Executive Vice President for Academic Affairs, Thompson Hall; 862-3290
- The policy is also published annually in the "Student Handbook", at the following location: www.unh.edu/student/rights/



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Test your
knowledge!

- Access to BANNER, Webcat or Blackboard/MyUNH is authorization for unrestricted use of student data.
 - True
 - False
- Parents can have access to their son or daughter's education records at anytime.
 - Yes
 - No

FERPA

WHAT DO YOU KNOW?

- A student cannot request that directory information be withheld.
 - True
 - False
- When in doubt, release the information or call Public Safety for information.
 - True
 - False

FERPA Marshal's Oath

I solemnly swear to uphold the FERPA laws and abide by all guidelines set forth by the University of New Hampshire. My motto shall forever be: WHEN IN DOUBT, DON'T GIVE IT OUT!

By the authority vested in me by the University of New Hampshire, I now pronounce you official FERPA Marshals.