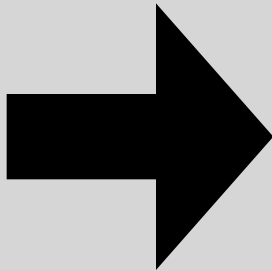


# FERPA Desktop Reference for Faculty

As a faculty member, you need to know the difference between **Directory Information** and **Personally Identifiable Information** or **Education Records**



A **parent or guardian** may obtain non-directory information in a health or safety emergency or if their student has authorized a record release through myBama. To confirm such a release, go to the Employee Tab in myBama, then the Banner Self-Service channel, and finally Student Services>Student Records>Record Release to Parent/Guardian (FERPA). Existence of a release does not constitute a "power of attorney" empowering a parent or a guardian to act on behalf of the student.

The Family Educational Rights and Privacy Act of 1974, as amended (**FERPA**) requires institutions accepting federal monies to protect the privacy of student information. In addition, FERPA affords students the right to review their education records, to request correction of inaccurate records, and to limit information disclosure from those records. An institution's failure to comply with FERPA may result in the Department of Education's withdrawal of federal funds.

**All UA faculty are obliged to comply with FERPA regulations.**

## DIRECTORY INFORMATION

These items *may* be disclosed, **unless** the student has placed a "block" on Directory Information release. *Confirm block on myBama or consult the Office of the University Registrar at 348-2020.*

- Name
- Local & permanent address & telephone number
- UA e-mail address
- UA School/College
- Class level
- Major(s)/degree program(s)
- Dates of attendance
- Full-/part-time enrollment status
- Degrees | honors | awards received

## PERSONALLY IDENTIFIABLE INFORMATION (any identifying data other than "Directory Information")

*Including, but not limited to:*

- Social Security Number
- Date of birth
- Residency status
- Gender/race/ethnicity
- Religious preference
- Pictures

## EDUCATION RECORDS

*Including, but not limited to:*

- Class schedule
- Grades/GPA and academic standing
- Test scores
- Academic transcripts
- Disciplinary records

"Personally Identifiable Information" or "Education Records" **may be released only to the student** and then only with the proper identification.

## General Practices for Protecting Student Information and Education Records

- Do not leave exams, papers, or any documents containing a SSN/CWID/Username, grade, evaluation, or grade point average outside your office door or in any area that is open-access.
- Do not record attendance by passing around a class list, which contains the student's SSN/CWID/Username.
- Do not provide tests and assignments scores, evaluations or final grades via e-mail. When contacted by phone, first ask identifying questions (e.g., "What was your mid-term score?" but not "What is your CWID?").



# Posting Grades:

Under FERPA, student grades **must not** be released or made available to third parties. Instructors therefore are restricted from posting grades in classrooms (except as follows), or on web-sites and/or online course management systems unless the student's identity is concealed by a secure student identifier + password entry interface. Do not post grades by SSN/CWID/Username (**neither in whole nor in part**).

## How to Post Grades

- 1) Ask the student to supply you with a self-chosen code identifier. This identifier may be known only to you or your teaching assistant; **or**
  - 2) You may create and assign a unique list of randomly generated numbers/characters known and available **only** to you (or your teaching assistant) and the student.
- **For each option above, arrange the grade list so students do not fall in alphabetic order.**

## RECORDS ACCESS BY UNIVERSITY PERSONNEL

As a faculty member, you may be allowed access to a student's educational records **if** you can establish *legitimate educational interest* for the request, meaning that you need the information to fulfill a specific professional responsibility.

The following is a list of information items that **are not** considered educational records and therefore are not subject to a student's request for review:

- Law-enforcement records, certain medical treatment records, alumni records;
- Employment records for UA faculty and staff. Records of those who are employed as a result of their status as students (i.e., work-study, student workers, GTAs etc.), however, are considered educational records;
- Sole-source/sole-possession documents: these are notes (memory joggers—**not** grade or GPA related) created and maintained by you, meant for your personal use exclusively. So long as no one other than you is required to have access to these notes they remain private and are not subject to FERPA. If you share them with others, regardless of the reason, these notes may no longer be considered "sole

source." They become part of the student's educational record and are subject to the student's right to inspection and review under FERPA.

**Grade books are not considered "sole source" documents under FERPA and so must be made available to written student requests for record disclosure.** If a student requests grade book disclosure, all notations pertaining to other students would be redacted from the pages provided for review.

### FOR MORE INFORMATION GO TO:

<http://registrar.ua.edu/academics/privacy-guidelines/>

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