

# FERPA



## (Family Education Rights and Privacy Act) For Faculty & Staff

### What is FERPA?

- Is a federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds under an applicable program of the U.S. Department of Education.

### Student Records

- Student education records are considered confidential and may **not** be released without the written consent of the student.
- Any information provided by a student to the university for use in the educational process is considered a student education record. A few are mentioned below.
  - a. Personal Information
  - b. Enrollment records
  - c. Grades
  - d. Schedules
- Parents can only view their child student record, if the child was claimed on their federal taxes. The parent(s) must complete the Parent Request for Disclosure form and provide copies of the dependent section of their most recent federal tax return.
- If the child was not claimed on their parent(s) taxes, the student must complete a Consent to Release Education Form.

### Directory Information

- Directory information is personal student data that can be published in a Campus Telephone Directory or used to identify a student to outside agencies. Listed below are certain parts of directory information.
  - a. Student Name
  - b. Student U Number
  - c. Address
  - d. Major Field of Study
  - e. Date of Birth
  - f. Email Address

### Non-Directory Information

- Non-directory information is information that cannot be shared without the student written consent. Listed below are certain parts of non-directory information.
  - a. Social Security Number
  - b. Race
  - c. Grades
  - d. Gender
  - e. Class Schedule
- Please make sure not to share non-directory information via electronic communication

If you have any questions, you can contact the Registrar Office or for detailed FERPA Information, please use the link below.

<https://www.memphis.edu/registrar/students/records/release.php>