

To: Faculty and Staff
From: Jess Ray, University Registrar
Re: FERPA

Student records. Who gets to see them? What's your responsibility?

Student records, privacy considerations, and responsibilities of University employees and agents (e.g. contractors, volunteers, etc.) are outlined under federal FERPA regulations.

Under FERPA, the release of protected student information is limited to 'directory information' or under specific exceptions authorized in federal FERPA regulations. All other personally identifiable student information cannot be disclosed without student's written consent.

Directory Information

Unless restricted, directory information can be released to the public.

Name, address, full- or part-time status, honors and awards, and other basic information is included in this category.

Personally Identifiable Student Information

Personally identifiable student information includes grades, class schedule, academic standing, transcripts, class rank, and any other information not considered to be directory information.

This information cannot be shared with anyone unless the student signs a permission form with the Office of the University Registrar.

Not even mom and dad?

Restrictions to personally identifiable student information generally include requests from parents, even if they are paying tuition, unless the parent qualifies for a FERPA exception. Without written consent of the student, the University cannot share information with anyone, including parents or prospective employers.

Visit our website for a more detailed description of what can be shared and what cannot. Or contact us directly; we're happy to answer any questions you have about FERPA, student rights, restricted records, release forms for letters of recommendation— anything about FERPA adherence. For the privacy status of specific student records, please call our office at 309-438-2188.

Parent FERPA Exception

If a parent(s) can provide proof the student is a dependent under the Internal Revenue Code, they can receive access to personally identifiable student information.

FERPA Tutorial/Quiz

Test your FERPA knowledge by completing the FERPA tutorial and quiz at

<http://registrar.illinoisstate.edu/ferpa>

FERPA Quiz

More resources:

Letter of recommendation release forms: <http://registrar.illinoisstate.edu/ferpa>

Posting grades: <http://registrar.illinoisstate.edu/downloads/StudentPrivacyandPostingGrades.pdf>

Questions? Contact us during our regular business hours: 309-438-2188, or by email at: registrar@IllinoisState.edu