

To: Students
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 any student information is limited to directory information or under the specific exceptions authorized in federal FERPA regulations. Everything else is personally identifiable student information and cannot be shared without the student's written consent.

Not even mom and dad?

Restrictions to personally identifiable student information include requests by 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 personally identifiable information with anyone, including parents or prospective employers.

Visit our website for a more detailed description of what can be shared and what cannot. You can also 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.

Two types of personal information

Directory Information includes:

- Unless restricted, directory information can be released to the public.
- Your name, your address, whether you are full- or part-time, honors and awards, and other basic information.

Personally Identifiable Student Information includes:

- Grades, class schedule, academic standing, transcripts, class rank, and anything not considered to be directory information.
- This information will not be shared with third parties unless a FERPA exception applies or you sign a permission form with the Office of the University Registrar.
- If parent(s) can provide proof the student is a dependent under the Internal Revenue Code, they can receive access to personally identifiable student information.

Letter of recommendation release forms: registrar.IllinoisState.edu/ferpa

Status of student records restrictions

Phone: (309) 438-2188

Address: Office of the University Registrar
107 Moulton Hall, Illinois State University
Normal, IL 61790-2202

Email: Registrar@IllinoisState.edu

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