

To: Instructors  
From: Office of the University Registrar

## **Student records: What's your responsibility?**

Student records, privacy considerations, and responsibilities of faculty are outlined under federal FERPA regulations.

**Under FERPA, the release of any student information is restricted to directory information only. Everything else is confidential information and cannot be shared with anyone without the student's written consent.**

### **Not even mom and dad?**

Restrictions to personally identifiable student information includes requests from parents, even if they are paying tuition. Without the written consent of the student the university cannot share information with anyone, including parents or prospective employers.

### **Two types of personal information**

Directory information includes:

- Student's name, address, email address, whether the student is full- or part-time, honors and awards, and other basic information.
- **Unless restricted, directory information can be released to the public.**

Personally identifiable information includes:

- Grades, class schedule, academic standing, transcripts, class rank, and anything not considered to be directory information.
- **This information cannot be shared with others unless a FERPA exception applies, or the student signs a permission form with the Office of the University Registrar.**

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.

### **How do I know if the information is restricted?**

Students have the right to request that directory information about them not be disclosed. To make this request, a student must submit a Request to Prevent Disclosure of Directory Information to the Office of the University Registrar. Students who request suppression of directory information usually do so because of serious, even dangerous, circumstances. It is critical that their privacy be protected.

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Do not reveal suppressed directory information to **anyone outside of the University or anyone within the University** who does not need the information to complete official university duties directly related to the student's educational needs. This restriction applies to all forms of communication, both written and verbal.

If a student has restricted the directory information on their record and a faculty or staff member is asked about the student by an outside entity, they should respond as they normally would if the individual in question never attended the university:

"I have no information on that individual"

If a student has chosen to restrict their directory information, faculty, and staff will see a FERPA RESTRICTION box (see below) next to the student's name on their My.IllinoisState.edu class lists and grade rosters.

## FERPA RESTRICTION

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### More Resources:

[Permission to Release Educational Record](#)

[Letter of Recommendation Release](#)

### Posting Grades:

[Registrar.IllinoisState.edu/downloads/StudentPrivacyandPostingGrades.pdf](http://Registrar.IllinoisState.edu/downloads/StudentPrivacyandPostingGrades.pdf)

Status of Student Record Restrictions:

Call or email our office at (309) 438-2188 or [Registrar@IllinoisState.edu](mailto:Registrar@IllinoisState.edu)

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