

To: Students
From: Office of the University Registrar

Student records: Who gets to see them?

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 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. Without written consent of the student, the university cannot share personally identifiable information with anyone, including parents or prospective employers.

Two types of personal information

Directory information includes:

- Your name, your address, your email address, whether you are 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 can not be shared with others unless a FERPA exception applies, or you sign 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. 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.

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