

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 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, 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:

- 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 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.

FERPA tutorial/quiz:

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

[FERPA tutorial/quiz](#)

More resources:

Permission to release education record:

Registrar.IllinoisState.edu/ferpa

Letter of recommendation
release forms:

Registrar.IllinoisState.edu/ferpa

Posting grades:

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

Status of student records restrictions:

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