

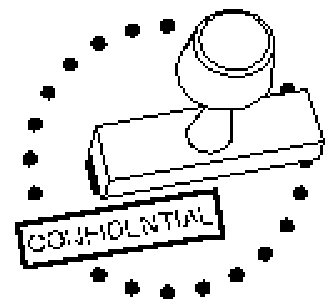
Berry College Office of the Registrar

Quick Guide to The Family Educational Rights and Privacy Act (FERPA) for Faculty, Staff, and Student Workers



What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (known as FERPA or the Buckley Amendment) governs the rights of access to information concerning our students. According to FERPA, educational records are defined as records which are directly related to a student, and maintained by an institution or a party acting for the institution. FERPA establishes two categories of student information. The first category is directory information, which is usually limited to such things as name, address, dates of attendance, and similar, nonconfidential items. The second category includes information that cannot be released without the student's written consent. The law basically says that the college may determine data elements that it considers "directory information." This information may be released without the student's written consent unless the student has a request to prevent its disclosure on file with the registrar's office. Certain personnel within the college may still have access to the material, even when the student has restricted the release of his or her records, especially when access is needed in order to protect the health or safety of the student or other persons.



All items not specifically listed as "directory information" are to be considered confidential. Without the student's written consent, Berry College does not release any confidential information other than to Berry College personnel requiring information for the proper performance of their duties; organizations conducting studies for educational and governmental agencies; accrediting agencies; appropriate persons in case of health or safety emergencies; agencies or offices in connection with the student's application for or receipt of financial aid; governmental officials, as identified in Public Law 93-380; parents of dependent children as defined in the Internal Revenue Code of 1954; and an appropriate official in response to a court order.

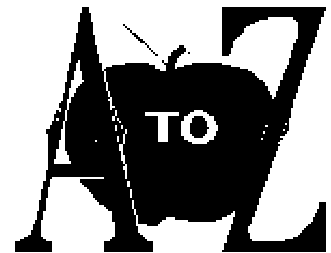
FERPA gives students the following rights:

- The right to inspect and review education records.
- The right to seek the amendment of education records that the student believes are inaccurate or misleading.
- The right to consent to the disclosure of education records.
- The right to obtain a copy of the school's FERPA policy.
- The right to file a complaint with the United States Department of Education in Washington, D.C.



What is directory information?

- Name
- Address, both
 - a. home and
 - b. residence hall and room number; or
 - c. local area address for commuter students
- Current telephone listing
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Dates of attendance, including current classification and year, enrollment and withdrawal dates
- Degrees, awards, and honors received, including dates granted
- The most recent previous institution attended
- Place of birth



The above directory information is available for release to the general public. However, FERPA states that the student has the right to inform Berry College that any or all of the information is not to be released. Berry College will honor the student's request to withhold all of the information listed above. Should the student submit this request, any future requests for such information from agencies or individuals outside of Berry College **will be refused**.

***Please note: Campus addresses should not be given out without ascertaining who the caller is and verifying the legitimacy of the request. The safety of our students is of paramount importance.**

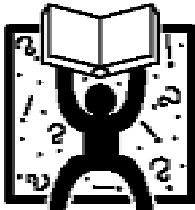
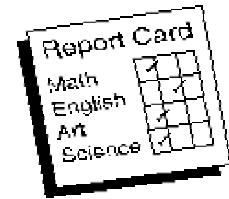
What can be accessed by parents?

First, the student must complete a Parent Disclosure form with the registrar's office. This form gives permission to Berry College to release grade information to a student's parent. Contact the registrar's office to see if a student has a Parent Disclosure form on file before releasing any information.

At no time should you discuss a student's specific grades or g.p.a. with anyone by phone!

Can faculty post grades?

Grades cannot be posted by the student's name, Berry College student identification number, or Social Security number. To do so is in violation of FERPA. To post grades publicly, the instructor and the student must develop a unique number known only to them. Also, the returning of papers via an "open" distribution system, e.g., stacking them on an open table, is in violation of FERPA. The student must submit a signed waiver to the instructor for such purposes. The instructor must keep the waiver on file in order to avoid institutional or personal liability.



What are your responsibilities as a staff member?

In general, all student information must be treated as confidential. Unless your job involves releasing information and you have been trained to do so, any requests for disclosure of information should be referred to the

What are your responsibilities as a student worker?



By working at Berry College, student workers are put in an important position of trust. In doing so, each student worker is expected to abide by the following:

- No one may allow an unauthorized use of any information in files maintained, stored, or processed by the office in which they are employed.
- One may not use information to seek personal benefit or to allow others to benefit personally by the knowledge of any confidential information which has come to them through their work assignments.
- No one is to disclose information to anyone except in the conduct of his or her work assignments and in accordance with Berry College's policies and procedures.
- No one may knowingly cause a false or misleading entry in any record or report.
- No official records or copies of records may be removed from the office where they are maintained except in the performance of a person's job duties.
- Any knowledge of a violation must be reported immediately to one's supervisor.



Remember . . .

- **Always** check a person's picture identification when releasing educational records. Check with the registrar's office to see if a student has signed a Parent Disclosure form before discussing confidential information with parents.
- Do not discuss a student's record with anyone who does not have a legitimate educational interest. Doing so is in violation of FERPA. This applies to conversations on and off the job.
- Removing any document from the office for non-business purposes is in violation of FERPA.
- Releasing confidential student information (non-directory) to another student, college, parent, or any person who does not have a legitimate educational interest without the student's written permission is in violation of FERPA.
- Leaving reports such as advising packets, student directories, graded papers, or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of FERPA.
- Making personal use of student information is in violation of FERPA.
- Putting paperwork in the trash with a student's information (i.e., social security number or grades) is in violation of FERPA.



If you have any questions concerning FERPA or what you can or cannot release, please contact the registrar's office at ext. 2282.