FERPA Hints for Faculty
Maintaining Confidentiality of Student Records

To avoid violations of FERPA rules, PLEASE:

- Don’t use student social security numbers or student IDs to post grades.
- Don’t leave graded tests in a stack for students to sort through.
- Don’t circulate a printed class roster with student names and social security numbers and/or student IDs.
- Don’t circulate students’ email addresses.
- Don’t discuss the progress of any student with anyone other than the student without the consent of the student.
- Don’t provide anyone with student schedules.
- Don’t provide anyone with lists of students enrolled in your classes.
- Don’t include confidential information (i.e. grades, # of credits) in a recommendation letter without the written consent of the student (FERPA Waiver available on Registrar’s Office website).
- Don’t discuss protected information by phone until you have confirmed that the caller is the student.
- Don’t email protected information to any non-Regent email address.
- Don’t send protected information in an email to multiple students.
- Don’t send emails with multiple students’ names in the “To” field; use the “Bcc” field instead.

Only Directory Information may be released without the student’s written consent, and only by the Registrar’s Office. No one may release any information if the student has requested a confidentiality block on his/her record. Directory Information includes:

- Name
- Address
- Email address
- Telephone
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous institution attended
- Photograph
- Participation in officially recognized activities

It is always best to forward all requests for student information to the Registrar’s Office!

PLEASE REMEMBER:

- If you write it down and anyone else has access to it, it becomes part of the student’s record.
- Access to student information via Genisys or other computer software does not authorize unrestricted use of that information.
- Always verify a student’s identity before discussing confidential information by phone. (see “How to Verify Student Identity on Genisys” document)
- Information on a computer should be treated with the same confidentiality as a paper copy.
- Be vigilant about protecting student information on your laptop!
- Curiosity is not a valid reason to view student information.
- Records should only be used in the context of official business.

The Registrar’s Office is always happy to answer your questions about FERPA and student records privacy!
Call x4038 or email registrar@regent.edu.

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