

# FERPA:

*An Introduction to the Family  
Educational Rights  
and Privacy Act*

# Introduction

This is an overview of FERPA and is not meant to answer every question that one might have.

College policy has been developed to comply with FERPA.

If you have questions about a situation, contact the Director of Enrollment Services/Registrar at x2063.

# What is FERPA?

FERPA is the Family Educational Rights and Privacy Act of 1974.

The intent of the Act is to protect the rights of students and to insure the privacy and accuracy of education records.

# Who is Protected by FERPA?

Students who are or have been enrolled at the institution are protected by FERPA.

Students who have applied to, but have not “attended” an institution and deceased students, are not protected by FERPA.

# student's primary FERPA rights to:

Inspect and review personal education records.

Request an amendment education record that he or she believes to be inaccurate or misleading.

Consent to disclosures of personally identifiable information contained in his or her education records, except to the extent that FERPA authorizes disclosure without consent.

File a complaint with the United States Department of Education concerning alleged failures by an institution to adhere to FERPA.

# What *is* an “Education Record”?

An “education record” is any record that is:

Directly related to a student; and

Maintained by an educational agency or institution, or by a party acting for the agency or institution.

# Personally Identifiable Information

**Personally identifiable information includes, but is not limited to:**

- The student's name;
- The name of a student's parent or other family member;
- The address of the student or the student's family member;
- A personal identifier such as the student's social security number or student ID.
- A list of personal characteristics or other information that would allow a reasonable person to identify the student with reasonable certainty.

# Release of Information

To release information to someone other than the student, the student must have given signed consent to Admissions, Registration and other Depts.

The consent must:

- Specify the records to be disclosed;
- State the purpose of the disclosure;
- Identify the party or class of parties to whom the disclosure may be made; and
- Include a signature and a date.



# FERPA Tips

If a Volunteer is ever in doubt, he/she should not release any information from student records without first contacting the Admissions/Registration Office.

Volunteers may not discuss the grades or academic progress of a student with that student's parents, or any other third party, without the written consent of the student.

# FERPA Tips, cont.

Students should only be granted access to their own records after they have presented appropriate picture ID, such as a BBCC ID card or a valid driver's license.

College Volunteers should not share their college user ID and password with any other individual.

College employees should not leave printed or electronic confidential student records unattended where they may be easily accessed by another.

Electronic student record data should be stored on a password-protected medium and printed data should be stored in a secure location.

# FERPA Resources

Director of Enrollment Services/Registrar at x2063

Dean of Student Services at x2077

## BBCC Policy & Procedure

- BP 6107, Confidentiality of Student Records
- AP 6107, Confidentiality of Student Records

US Department of Education, Family Policy Compliance Office

- [www.ed.gov](http://www.ed.gov)

Thank You!