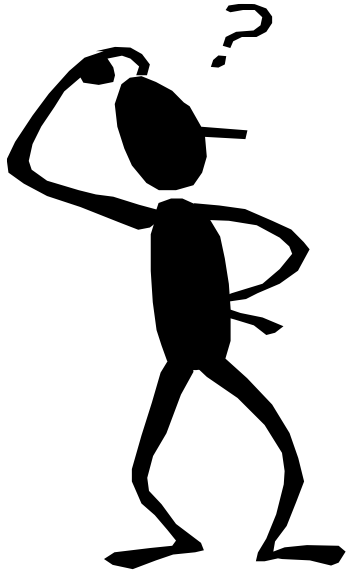


Disclosure of Information from Student Records

What is your FERPA quotient? Find out by reading the questions and information below. Then compare your responses to the answers on the next page.



1. Final exams are over and you've assigned the students' grades for the quarter. To expedite the disclosure of these grades to your students, you decide to post a list with student ID numbers and grades outside your office. Have you violated any laws by doing this?
2. You've just completed grading midterms. Can you distribute them by leaving them in a bin outside your office?
3. You're received a telephone call from a parent of one of your students. "My daughter is majoring in math. I want to know what math courses she took, the grades she received, her overall GPA, and her current academic status. Can you please help me?" You have access to the student's academic records. How would you respond to the parent?
4. Another parent telephones your office in desperation. "I need to contact my son. His sister was seriously injured in an automobile accident. Can you please give me his class schedule?" You have access to the student's schedule. How would you respond in this instance?

Many University faculty and staff have access to students' personal and academic records. In fact, it would be difficult, if not impossible, for any to do their work without this information. However, we are not at liberty to disclose just any information from student records to which we have access. The disclosure of information from student education records is governed by the federal Family Educational Rights and Privacy Act (FERPA) and is intended to protect the student's right to privacy.

So, you may ask, what are student education records and what can be disclosed to parties other than the student (including parents and spouses)? Student education records maintained by UC or another group acting for UC include, but are not limited to; transcripts (grades), exam papers, test scores, evaluations, financial aid records, and loan collection records. The following are NOT considered student education records:

- Personal records of instructional, supervisory, and administrative and educational personnel which are 1) kept in the sole possession of the maker of the record, and 2) not accessible or revealed to any other individual;
- Campus Police records;
- Employment records, when University employment did not result from and does not depend on the fact that an individual is a student at the University;
- Health records (sometimes referred to as treatment records);
- Applicant records of individuals who do not enroll in or register with an academic program of the University.

Student information falls into two general categories:

1. **Directory information**, to which third parties* may have access, and
2. **Confidential information**, to which third parties* may have access ONLY if the student provides written authorization.

*anyone other than you as the record custodian and the student about which the information pertains.

Directory information, which may be released without the student’s prior consent, is information contained in a student education record that would not generally be considered harmful or an invasion of privacy if disclosed. UC Santa Barbara has defined the following as directory information:

- Student’s name,
- Email Address
- Telephone number (local and permanent),
- Major field of study,
- Class level,
- Date of birth (month and day only),
- Dates of attendance,
- Last school attended,
- Number of course units in which enrolled,
- Degree and honors awarded,
- Participation in officially recognized organizations, and
- Name, weight, and height of participants in intercollegiate athletic teams.

Everything in a student education record that is not included in the aforementioned list of “directory information” is considered **confidential**. Policies also permit students to have the University treat some or all directory information as confidential, so third-party access to the above information may be limited if a student so requests.

1. Under no circumstances should you post a list of student ID numbers and grades without first obtaining written consent from every student on that list. ID numbers and grades are confidential information, and posting such information is a violation of FERPA regulations.
2. No. Exams are considered student education records. Thus, you must first obtain the student’s written authorization in order to leave graded exams in a public area.
3. Under no circumstances should you release to inquisitive parents, or any other third party, a student’s course work, grades, GPA, or academic standing. Again, this information is confidential and requires written authorization from the student in order to release.
4. In emergency situations, refer the caller to the Office of Student Life Parent Liaison at (805) 893-4521 with a description of the nature of the emergency and the need to contact the student. At the discretion of the Office of Student Life and the Office of the Registrar, disclosure of a limited amount of information may be made to appropriate parties in connection with an emergency when the information is necessary to protect the health and safety of the student or other persons.



Now that you're familiar with what can and cannot be disclosed to third parties, what can you disclose to students themselves? You can disclose almost every part of their own student records, including, but not limited to, transcripts, grades, exam papers, test scores, evaluations, financial aid records, and loan collection records. However, students are not allowed access to:

- Financial statements of parents or guardians (unless the parent or guardian has given written authorization),
- Confidential statements and letters of recommendation to which the student has waived access rights, such as letters of recommendation for a grant,
- Records containing information about another student, such as a course roster,
- Personal records relating to individual students (separate from their academic records) that are kept in the sole possession of the maker of the record and not accessible or revealed to any other individual.

Resources

UC Santa Barbara Office of the Registrar

regvip@sa.ucsb.edu

<http://registrar.sa.ucsb.edu/recinfo.aspx>

UCSB Policy: Disclosure of Information from Student Records

<http://www.policy.ucsb.edu/policies/policy-docs/student-ed-records-disclosure.pdf>

UC Policy 130: Policies Applying to the Disclosure of Information from Student Records

<http://policy.ucop.edu/doc/2710533/PACAOS-130>

Federal Family Policy Compliance Office

<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

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