

Southern Adventist University

TOP TEN

"Most Important Things to Remember About FERPA"

10. The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review the educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records.
9. If asked where one can read Southern's policies on FERPA, the release of directory information, or how to restrict one's directory information, direct them to the following references: (1) the Southern catalogue, (2) the Southern Handbook and Planner, or (3) www.southern.edu/records, click on FERPA.
8. Because student identification/social security numbers listed in alphabetical order by the student's last name can easily be traced to student identity by referencing the alpha name list, grades may not be posted by the student identification/Social Security number. Grades may be posted using the last four digits of the student identification/Social Security number, as long as the list is **NOT** in alphabetical order.
7. Directory information is for **ALL** students, including graduate, undergraduate, consortium & on-line students.
6. Southern Adventist University has designated the following items as directory information. (This is information that can be given out to any requester, provided that a restriction has not been placed on the individual's record.)

| | | |
|------------------------------------|--------------------------------------|------------------------------------------------|
| Student's Name | Date and Place of Birth | Most recently attended Educational Institution |
| Local Address/Telephone Number | Degrees/Awards Received & Dates | Major Field of Study |
| Permanent Address/Telephone Number | Dates of Attendance (Current & Past) | Academic Levels |
| Email Address | Full or Part-time Enrollment Status | Photographs |

5. If a student has completed a Southern Adventist University Student Information Record form restricting the release of directory information, this will be flagged in the Student's Information System screen. Absolutely **NO** information can be released unless the student appears in person with a photo ID. If the person is calling and there is a restriction on the record, you must say: "THERE IS NO INFORMATION AVAILABLE ON THAT PERSON."
4. SPECIAL "DON'TS" FOR FACULTY
To avoid violations of FERPA rules, DO NOT:
 - *At any time use student's student identification/social security number in a public posting of grades.
 - *Link the name of a student with that student's student identification/social security number in any public manner.
 - *Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
 - *Circulate a printed class list with student names and student identifications/social security numbers or grades as an attendance roster.
 - *Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
 - *Provide anyone with lists of students enrolled in your classes for any commercial purpose.
 - *Provide anyone with student schedules or assist anyone other than University employees in finding a student on campus.
3. As an employee of Southern Adventist University, you have a responsibility to protect all educational records in your possession. These include any documents in the Records and Advisement, computer printouts in your office, class lists on paper or on a computer desktop, and computer display screens or notes taken during any kind of advising session with a student. Do not allow any students to view, read, or record another student's identification number while in your workspace.
2. Employees at Southern Adventist University who are parents, spouses, partners, friends, or relatives of a Southern Adventist University student do not have access to information on these students beyond directory information. If you are feeling pressure to comply with a request for information beyond that which can be given out, refer the requester to Joni Zier, Director of Records and Advisement.

And the number one Most Important Thing to Remember About FERPA is:

1. When in doubt, don't give it out! Call Joni Zier, Registrar/Director of Records & Advisement, 236-2895 or email jzier@southern.edu to review with her the specifics of your individual question or scenario.