

FERPA Employee Contract

What is FERPA?

FERPA stands for Family Educational Rights and Privacy Act. The law applies to all schools that receive federal funds from the U.S. Department of Education. The FERPA Act grants four specific rights to students:

- The right to see the information that the institution is keeping on the student.
- The right to seek amendment to those records and in certain cases append a statement to the record.
- The right to consent to disclosure of his or her records.
- The right to file a complaint with the FERPA Office in Washington.

What is a Student Educational Record?

Just about any information provided by a student to the University for use in the educational process is considered part of the student's educational record. This includes (but not limited to) personal information, enrollment records, grades, GPA, and personal class schedules.

Parents can **only** view their child's student record if the child was claimed on their federal taxes. The parent(s) must complete the Parent Request for Disclosure form and provide copies of the dependent section of their most recent federal tax return. If the child was not claimed on their parent(s) taxes, the student must complete a Consent to Release Education Form.

What is Directory Information?

Directory information is personal student data that could be published in a campus telephone directory. This includes (but not limited to) student name, student U number, address, major, date of birth, and University of Memphis email address.

Non-Directory Information

Non-directory information is information that **cannot** be shared without the student's written consent. This includes (but not limited to) SSN, grades, class schedule, race, and gender.

To Avoid FERPA Violations:

- Never provide or allow anyone to use your username and password.
- Do not share student information except in the course of authorized University business. (Check with Registrar's Office when in doubt.)
- Do not share student information (academic or financial) with the parents of a student.
- Do not post or pass around in class any documents that include non-directory information.
- Do not link students' names with their social security numbers in any manner which is publicly accessible.

- Do not post lists of student grades or GPAs anywhere without the written consent of each student. (If you receive written consent, you must retain this for one year.)
- Do not store working documents involving student information (e.g., grade book data) on personal computers or removable devices. Visit <https://www.memphis.edu/its/security/data-storage-guidelines.php> to learn more about U of M storage options and guidelines.
- Do not discuss any student information over the phone unless you are confident you are speaking with the student or another authorized University employee.

Reporting FERPA Violation:

- If you believe that a colleague is not following FERPA guidelines and you are not comfortable approaching him or her, contact the Office of the Registrar, 003 Wilder Tower (678-2810).
- Even if a student is not your student, you have an obligation to report any FERPA violation of the confidentiality of the student's educational record.

When in Doubt, ALWAYS Ask:

If you need a FERPA guideline explained or if you are unclear as to whether a violation is occurring, contact Sheynah Craft in the Office of the Registrar, 003 Wilder Tower, or at (901) 678-2810.

FERPA Agreement:

I have read both pages and I confirm my understanding of this FERPA agreement and agree to the terms by signing below:

Signature: Bobby Spillman Date: February 18, 2021