

**Knock Knock...Who's
there?...FERPA...FERPA Who?...I
can't tell you that**

Just kidding... sometimes I can

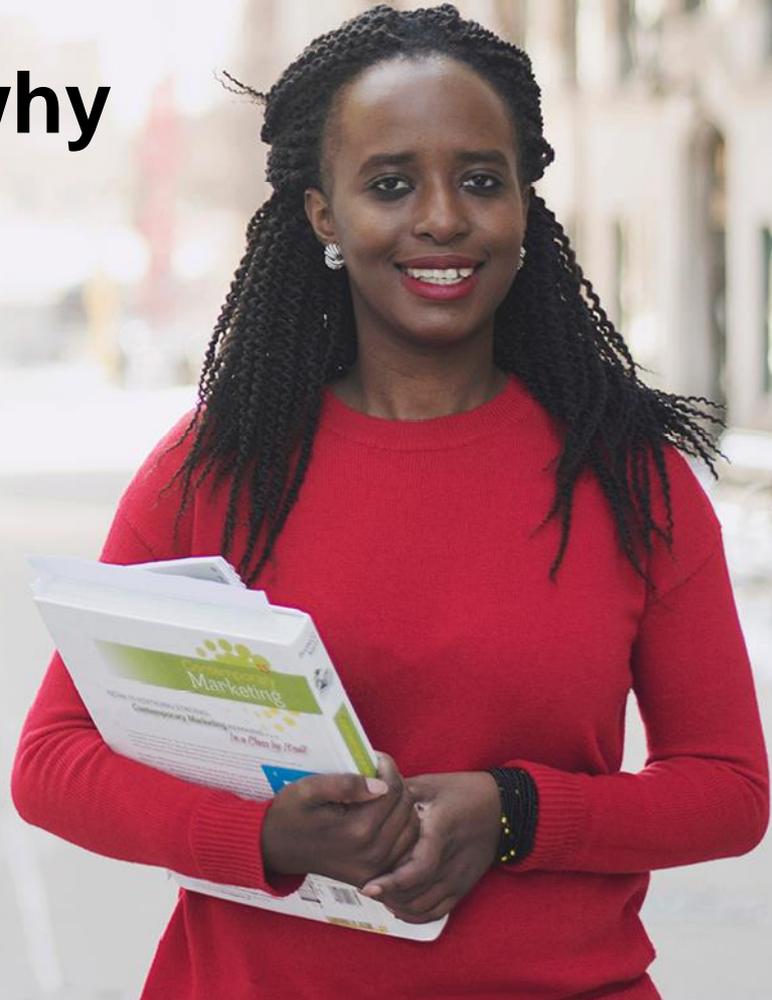
Learning Day
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What is FERPA and why do we care?

“The Family Educational Rights and Privacy Act (FERPA) is a Federal law protecting the privacy of student education records.

GRCC is subject to federal regulations under FERPA and is committed to student privacy and access to their educational records as defined under the law.”

[8.6 Privacy and Access to Student Records \(FERPA\)](#)



GRCC

Key Concepts and Terms

Concepts:

- *Written student consent is required for disclosure of student information
- *Students have the right to review and amend their records

Terms:

- *Educational Record
- *School Official
- *Legitimate Educational Interest
- *Directory Information

Educational Record

Any record which contains student personally identifiable information, with certain exceptions, maintained by an institution. Records include college transcripts, grades, academic standing, financial aid awards and history, student accounts and billing information, class attendance, conduct and discipline records, and advising notes. These records may contain a student's name or information from which an individual student, or students, can be personally (individually) identified and may be maintained in any medium by any school official, with the exception of sole possession records or private notes that are not released to any other individual.

School Official

Any of the following when acting in a student's legitimate educational interest:

1. Person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement and health personnel).
2. Company or individual(s) with whom the College has contracted; e.g. attorney, auditor, collection agency.
3. Person serving on the Board of Trustees.
4. Student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. Volunteers and Interns working for the College.

Legitimate Educational Interest

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility acting in a student's educational interest as determined by the Provost Office. External requests for information should be submitted to the Registrar.

Directory Information

Information not generally considered harmful or an invasion of privacy if disclosed.

Including but not limited to:

- *name, address
- *telephone listing
- *GRCC e-mail address
- *student status: part-time/full-time
- *academic level
- *major field of study
- *weight and height of athletes
- *most recent previous school attended
- *photographs
- *date and place of birth
- *participation in officially recognized activities and sports, dates of attendance
- *degrees, date of graduation and awards.

Where can I find information on GRCC's FERPA policy if I have questions?

www.grcc.edu/studentrecords/studentrightsunderferpa

This webpage outlines student rights under FERPA and has links to the GRCC FERPA policy and procedures. It also links to a “Best Practices” document that is still in development that was designed by the FERPA compliance policy review team.

If you ever have any questions about interpreting FERPA in the classroom or in communications with students or the community please reach out to the Student Records office, we are here to help!



Questions?

[Let's play the game of FERPA!](#)

