

A FERPA Final Exam

This examination is designed to test your knowledge of the *Family Educational Rights and Privacy Act of 1974 as Amended* (FERPA). An electronic version of this exam is downloadable from AACRAO's website at www.aacrao.org/ferpa/.

You may also consider using part of the exam (*e.g.*, just the T/F questions) as a “teaser” or introduction to a FERPA training session or presentation. Answers can be found at the end of this chapter on page 102.

CONFIDENTIALITY AND STUDENT EDUCATION RECORDS

The answers to the first section are either *True* or *False*. Mark either a “T” or “F” on each line next to the statement.

1. ___ A student's degree can be confirmed to some external (outside of your college) source without first obtaining the permission of the student as long as the institution identifies “degree” as directory information.
2. ___ A student has a right to inspect information in his or her file in the registrar's office and in his or her major department.
3. ___ It is permissible for a professor to post student grades on an office door if only a student's social security number (or portion) is used.
4. ___ The registrar may release information about a student without the student's written permission upon receipt of a properly issued subpoena.
5. ___ Parents may obtain confidential information from their student's academic record if the student is financially dependent under IRS standards.
6. ___ Your college must annually notify students of their rights under the FERPA.
7. ___ In a legal separation or divorce situation, biological parents have equal standing as custodial parents to gain access to the student's education records.
8. ___ Faculty has a right to inspect education records of any student attending your college without giving a reason.
9. ___ Student representatives on committees (*e.g.*, honors, curriculum, etc.) have the right to see other students' education records during the deliberations of that committee if they have been designated as school officials.
10. ___ An institution must give its students the opportunity to withhold the release of any or all designated items of directory information.
11. ___ It is permissible to distribute graded examinations by placing them on a table for students to pick up after class.
12. ___ Email addresses can be considered directory information.
13. ___ “Student recruiting information” under the Solomon Amendment is the same as “directory information” under FERPA.
14. ___ In writing a letter of recommendation, it is permissible for a faculty member to include a student's grades and GPA without obtaining the student's written permission since the student requested the faculty member to write the recommendation and provided a copy of her resume with the requested information to the faculty member.
15. ___ Former students of an institution of higher education have the right to request that their education records not be disclosed and the institution must comply.
16. ___ Currently attending students of an institution of higher education have the right under FERPA to request that all of their education records not be disclosed and the institution must comply.
17. ___ A student's written permission is required before an institution releases information to a national research organization conducting a study on the advantages and disadvantages of selective admissions.

18. ___ An institution must release any information identified as directory information by the institution to anyone upon request.
19. ___ It is permissible for an employment agency not connected with your institution to share a student's transcript with a prospective employer as long as the student has given written permission to the institution to provide the transcript to the employment agency.
20. ___ A former student has the same right to inspect and review his record as a student who is currently attending the institution.

MULTIPLE CHOICE

Place the letter of the most accurate response on the line to the left of the number.

21. ___ An institution must permit a student to review his records within how many days from the day the student requests the review?
- a) 10 days
b) 20 days
c) 25 days
d) 30 days
e) none of these
22. ___ Which of the following is not identified in the original FERPA Act as being an example of "directory information"? The student's
- a) name
b) date of birth
c) email address
d) dates of attendance
23. ___ Directory information may include all of the following except the student's
- a) photograph
b) major
c) class schedule
d) country of citizenship
24. ___ You receive a phone call asking you to verify 1) that a currently enrolled student attended your institution, 2) what his address was at the time of attendance, 3) his date of birth, and 4) the student's GPA. According to FERPA, you can verify all of these except the student's
- a) attendance at the institution
b) address during the time of attendance
c) date of birth
d) GPA
- Bonus:* Before you respond to the caller in question 24, what must you determine about the student?
- _____
- _____
- _____
25. ___ A faculty member comes into your office and asks one of the staff for the names of all of the graduates in his program since its beginning in 1980. Which of the following statements is true?
- a) The faculty member can legally obtain this information under FERPA as long as he has written permission from the dean or designee.
b) The faculty member cannot legally obtain this information since it is excluded from FERPA.
c) The faculty member must provide a valid reason before obtaining the information.
d) The faculty member is not entitled to all of the information since FERPA does not permit release of this information on students not currently attending the institution.
26. ___ Question 25 is an example of:
- a) legitimate educational interest
b) eminent domain
c) permissible exclusion
d) informational exclusivity
e) non-disclosure
f) implied consent
27. ___ FERPA requires institutions to obtain which of the following from the student before releasing any directory information:

- a) written permission
b) verbal permission
c) certified permission
d) consensual permission
e) none of the above
28. ___ A transcript request form completed by a student:
- must be kept by the institution indefinitely.
 - does not have to be kept by the institution for any specific period of time.
 - does not have to be kept by the institution for more than one year from the date of the request.
 - must be kept by the institution if the transcript is sent to a third party, which the student has identified in the transcript request.
29. ___ “Legitimate educational interest” refers to:
- a school official’s need to review a student’s education records to perform his or her job duties.
 - a student’s right to review his education records.
 - the need to provide education records in child custody cases.
 - the delegation of authority to the Trustees’ to determine educational records policy for the institution.
30. ___ As defined in FERPA, “legitimate educational interest” refers to:
- a faculty member’s need to provide feedback to students in the form of grades/evaluations.
 - the registrar’s need to obtain education record information from faculty to produce a student’s transcript.
 - a school official’s right to obtain information only about students he is advising or teaching during the current year.
 - a school official’s need to review student education record information to fulfill a responsibility as part of her contract.
31. ___ Which of the following would not be acceptable under FERPA?
- releasing the title of a congressman’s degree to the local newspaper
 - the provost having access to all students’ education records
 - notifying students of their FERPA rights via the student handbook
 - a faculty member announcing to his class that they can pick up their graded term papers after class in the chair outside of his office
32. ___ According to FERPA, students may request that institutions not disclose which of the following about them:
- directory information
 - non-directory information
 - both directory information and non-directory information
 - incidental information
 - education record information
33. ___ At the K–12 level, parents:
- have the same FERPA rights given to students attending an institution of higher education.
 - cannot review their child’s records without first receiving permission from their child.
 - have no FERPA rights since FERPA only applies to higher education.
 - can only review test scores of their children.
34. ___ Which of the following is not an “education record” under FERPA?
- a student’s traffic violation
 - a student’s email address
 - the women soccer team’s roster showing home town, height, weight, and current class of team members
 - a work study student’s work record
35. ___ At the college level, parents:
- have the same rights of access and review as their child.
 - can only see their child’s records after receiving permission from the Dean of Students or designee.
 - may receive tuition bills about their child sent directly to them from the institution.
 - may review their child’s grades if they can prove that the student is legally their dependent.
36. ___ FERPA rights:
- pass from parents to student when the student attains the age of 18.

- b) pass from parents to student when the student begins attending an institution of higher education.
- c) are shared equally by parents and student at the higher education level.
- d) apply only to parents of students attending colleges and universities.
- e) apply only to students attending institutions of higher education.
- f) a and b only
- g) a and e only
- h) b and e only
37. ___ “Parent” is to “eligible student” as “K-12” is to:
- a) college
- b) legitimate educational interest
- c) FERPA
- d) personally identifiable
- e) K-9
38. ___ The FERPA rights of a student begin:
- a) when the application for admission is received.
- b) when the student is formally admitted.
- c) when the student pays his first tuition bill.
- d) when the student is “in attendance” as defined by the institution.
39. ___ To be an “education record”, a piece of information must be:
- a) personally identifiable to a student.
- b) maintained by the institution.
- c) kept in the registrar’s office.
- d) made available to the law enforcement unit.
- e) a and b only
- f) a, b, c only
- g) a and d only
40. ___ FERPA:
- a) permits institutions, through the “implied consent” rule, to disclose non-directory information about a student if the student has publicly disclosed non-directory information about himself.
- b) permits disclosure of non-directory information to the press based on the *Privacy Act*.
- c) permits disclosure of non-directory information to other school officials through the “implied consent” rule.
- d) permits disclosure of non-directory information to a representative of an insurance company who has been designated by the institution to recommend a new student health insurance policy.
41. ___ Which of the following is required from students by FERPA before releasing information about them?
- a) verbal consent to release the information
- b) written permission unless the release is covered by any exception listed in FERPA
- c) verbal consent from the student’s advisor
- d) written consent from the parents of a dependent student
42. ___ Institutions may release information to parents:
- a) by obtaining the student’s written permission.
- b) by having the parents establish the student’s dependency according to the current IRS code.
- c) through a legally issued subpoena.
- d) all of the above
- e) a and b only
43. ___ Records of disclosures of student information must be kept for requests from, and releases to:
- a) students for their own use.
- b) school officials.
- c) members of the Board of Trustees.
- d) individuals seeking directory information.
- e) work study students who have a need to access other students’ records as a result of their employment in an office of the institution.
- f) none of the above
- g) all of the above (a,b,c,d,e)
44. ___ FERPA applies to the following educational institutions:
- a) public
- b) private
- c) religious
- d) all of the above
45. ___ In publishing a student directory that includes students’ home addresses, is the institution in violation of FERPA?
- a) yes
- b) no
- c) depends

If you chose c., what is your reason?

46. ___ Upon receiving a subpoena, you must:
- notify the student in all cases that you have received the subpoena.
 - determine if the subpoena has jurisdiction over your institution before complying.
 - notify the server of the subpoena that you will comply within ten working days.
 - notify the student's parents that you have received it.
47. ___ A student has the right to review which of the following information about him that is maintained by the institution:
- parental financial information
 - letters of recommendation for which the student has not signed a waiver
 - law enforcement unit records
 - admissions records related to the denial of his application into another college of the institution
 - all of the above
48. ___ Which of the following is not a student's right under FERPA?
- the right to request that the institution discontinue the use of the social security number as a personal identifier
 - the right to limit disclosure of directory information
 - the right to request an amendment to their education record
 - the right to inspect and review their education records
49. In general, which of the following would likely be an acceptable release of student information without the student's written permission? (Place an "X" in the appropriate box.) 1 point each.

Type of Release	Acceptable?	
	Yes	No
To the student		
To the State Controller's office in relation to an audit of a state-funded program		
To the student's advisor		
To potential employers attempting to verify grades, class rank, and degree received		
To a custodial parent who is paying the student's tuition		
To an officer of a court in response to a legally issued subpoena		
To parents of a student regarding an alcohol violation of the student at the institution		
To the student newspaper regarding the final results of a student disciplinary hearing for a crime of violence		
To an institution in which the student intends to enroll and the request is for the student's GPA		
To the town's local law enforcement office inquiring about whether the student is in attendance this semester		

50. All items below are found in various offices of the institution. Would they be considered education records? (Enter "Y" for yes or "N" for no next to each.)
- ___ a class roster with all students' names on it
 - ___ a traffic violation of a student kept in the institution's security office
 - ___ the honor roll list
 - ___ the annual giving record of an ex-student
 - ___ a note made in the student record by a faculty member of an advising session with a student
 - ___ notes taken by the institution's Affirmative Action Officer when interviewing students regarding a sexual harassment charge made against a faculty member
 - ___ student photographs on a department's bulletin board identifying the majors in that department
 - ___ medical records made and maintained by the university's contracted doctor related to the treatment of a student
 - ___ the employment records of an individual who is a full-time employee of the institution and is also a part-time student
 - ___ scores of a student who took the Test of English as a Foreign Language (TOEFL)
 - ___ test scores of a group of students identified only by ID# and kept in a faculty member's office files only

- l. ___ a faculty member’s note about a student having an epileptic seizure in one of his classes and kept in his locked office files
- m. ___ financial information on a student’s parents filed in the financial aid office

Bonus: Why is it important to identify what is and is not an education record?

51. Which of the following requests made by students are specifically granted by FERPA? Place an “X” in the space if FERPA allows you to comply with the request.

Type of Student Request	Granted to	
	Currently-enrolled Student?	Former Student?*
Inspect their education records		
A copy of any education record		
Amend an education record		
Non-disclosure of directory information		
Non-disclosure of non-directory information		
Have a hearing to amend an education record		
Prevent parents from viewing education records		
Forward any subpoenas received by the college for his education records to his attorney.		

* i.e., no longer attending

And now some brain stretchers to conclude this part of the exam...

For each of the situations below, answer the questions thoroughly and completely using your knowledge of FERPA. You will be best served if you use specifics within FERPA to make your conclusions.

52. In a “Release of Student Information” policy at one institution, the following statements appear:

“Public information” is limited to name; address; phone; major field of study; dates of attendance; admission or enrollment status; campus; school; college, or division; class standing; degrees and awards; activities; sports; and athletic information....

Public information shall be released freely unless the student files the appropriate form requesting that certain public information not be released....

Public information that cannot be restricted includes the name, enrollment status, degrees, and dates of attendance.

What is wrong with this last statement? How should this statement be changed to make it FERPA compliant?

53. The following statement appears in one University’s FERPA policy:

The following information will be released to those requesting it unless the student specifically requests otherwise on the form provided, or by submitting written notification to the registrar’s office:

- ▶ *Student’s Name*
- ▶ *Local Address*
- ▶ *Local Phone Number*
- ▶ *Enrollment Status*
- ▶ *Major*
- ▶ *Dates of Attendance*

All other information will not be released without written consent of the student.”

What would be another FERPA-acceptable way to restate the sentence in bold above to allow your institution more flexibility in complying with requests for student information?

Cite the section of FERPA to which your new statement would now apply.

54. A faculty member at University A has suggested that she wants to provide email addresses of all students in her class to every student so that they can communicate among themselves.

As the registrar, you know that email addresses are not identified as directory information at your institution.

What would need to occur for this professor to share email addresses among her students?

Your answer should include a discussion of directory information as it pertains to FERPA, non-disclosure, the annual notification to students, as well as any other pertinent information you deem appropriate.

SHORT ANSWER OR YOUR DAILY FERPA IN-BASKET

You are the Registrar/Director of Admissions and Records for your institution. You have direct daily responsibility for academic records. You are asked to provide a solution to each in-basket item and cite the FERPA reason(s) that justify(s) your decision. Remember: there may be more than one correct response. Your reasoning and FERPA justification are most important here. Whether directly asked or not, you are expected to give at least one reason for your answer. A simple “yes” or “no” is not sufficient. Short answers please; not essays.

In-basket Item #1

The Dean of the Graduate School calls you and relates the following:

I have a question about FERPA. I am familiar with the idea of the law, but I am wondering if you can give me an interpretation for the following scenario. That is, is what I'm about to describe a violation of the student's right to review records, or merely bad pedagogy?

One of our Ph.D. students took the qualifying examination in January and was told shortly thereafter she had failed. Her department informed her that she would have another chance to take the examination in the summer. The student wanted to see her graded examination, since she wanted to learn from any mistakes she may have made and also because she truly believed she performed sufficiently well to pass. She informed her advisor, the department chair, and the graduate committee chair in writing of her wish to inspect the graded exam. After a month had passed, she reminded the graduate committee chair verbally of her desire to inspect her graded exam. He acknowledged this request but was not certain that it could be granted; a couple weeks later, he suggested she try to reconstruct the exam and her responses from memory and then discuss them with her advisor.

About two months after her initial request (having repeated it again a couple times in the interim) her advisor informed her that the department policy is NOT to let students inspect graded qualifying examinations. Furthermore, the graduate committee has objected to her request-in-advance to review the grading for the second examination she is to take in the summer.

At this point, nearly three months have passed since she first asked to inspect her graded test paper. She has come to me to appeal the decision of the department. What should I do?

What do you advise?

In-basket Item #2

You overhear a registrar from another institution saying:

We do verification of attendance over the phone. And we will give name, year and semesters attended, degree(s) earned and majors. We require a written release from the student or former student for anything else. Also, if a student has signed to withhold directory information in the last semester of attendance, we will

never release information, even if the student later asks us to change it. It is a binding decision.

Is this a FERPA-correct statement? Why or why not?

In-basket Item #3

Currently, your Admissions Office is the owner of all the information that is on the student’s application. A copy of all this information is given to you, the registrar, *after* the student has matriculated. (Admissions keeps a copy of the data for their reference).

A Career Services requests this data in order to help place the students in jobs. Are you in compliance with FERPA if you give Career Services access to all this admissions data? Why?

B Do you need any waiver or notification to the applicant that you are doing this?

C Can Admissions share its database information with other departments/individuals without advising the applicants?

D Without advising the student if they matriculate?

E Without providing FERPA training/reference to the individuals who are accessing the data?

In-basket Item #4

At a meeting of the college’s academic administrators, the question of providing class rolls (rosters) on a timely basis comes up. One department head indicates that these class rolls are already on the Web, but each faculty member has access to all of the class rolls—not just to his/her own. He thinks this isn’t appropriate and asks you whether something can be done.

You reply, “Our current system doesn’t allow us to make these very specific measures a reality. If it was more sophisticated, we might consider it. We do send out an email to all faculty and staff at the beginning of the year asking them to look at just their own class rolls due to privacy issues.” One dean suggests, “If we put a heading on the beginning class roll page informing faculty about FERPA, would that be acceptable and not require us to limit access to individual class rolls only to the faculty/staff member who teaches the course? Our academic secretaries need access to a number of different class rolls because they work for multiple faculty. Would that be OK?”

- A** How would you respond?
- B** Can you suggest what the heading might say?
- C** If that won’t work, any other suggestions?

In-basket Item #5

The director of financial aid comes to you and asks for your interpretation of when parents can/cannot see a student’s education record.

She says that she had just attended a financial aid workshop where FERPA had been discussed. The college lawyer who made the presentation told them that dependency “had nothing to do with it unless the student is under 18. If the student is over 18, s/he has the right to the educational record, not the parents. If the student chooses to waive that right and let college administrators release that information, that’s up to the student. Otherwise, we cannot disclose anything from the educational record without the student’s permission.”

How would you respond to your colleague?

In-basket Item #6

Currently, your institution does not include birthdates as directory information. There is some discussion that the student's birth date should be added as directory information. Some on campus are reluctant to agree to include this item since they feel that the student may not want this information released.

In order to resolve this problem, your Dean comes to you and asks what can be done. He is the designated official at your institution that chairs the committee that decides issues related to FERPA. He has no strong feelings one way or the other on this but knows that it will come before his committee sooner or later. Since he considers you to be the FERPA expert on campus, he asks, "If we do decide to include birthdates, do we have the option of releasing birthdates on some requests, and denying their release on other requests? If it is directory information are we obligated to release it to everyone?"

How do you respond?

In-basket Item #7

You have a foreign national over age 18 that was placed on academic probation. The father who lives in another country has requested a copy of the student's grades, a report from each teacher on performance in each class and a report of dormitory activities.

Your institution's policy is to provide the student with a copy of the transcript for parents' use. The student has not given said transcript to the parent.

You believe under FERPA that the student still falls under U.S. law and you cannot, therefore, release anything but directory information without the student's written permission.

What do you tell the parent?

In-basket Item #8

A graduate from ten years back calls your office and says that she has lost many of her "educational records." While she still has her transcript from your institution, she is requesting that we send her copies of her transcripts from previous schools that are in her folder. Can you comply with her request and still be in compliance with FERPA?

In-basket Item #9

You receive a phone call from a parent for a copy of her son's transcript. She states that he had been in a car accident and had head injuries. She is now his legal guardian and needs a copy of his academic record for his rehab center to continue rehabilitation. You also find out that this is a former student who is 27 years old and last attended your institution in 1997. You ask her for a written release and a copy of guardianship papers.

After thinking about it, you realize that you are not aware of the extent of his injuries and possibly he is capable of requesting or denying a release of his records. So, you phone mom. She indicates that he is capable of issuing the release but asks again if you can comply with the request because of her guardianship.

What issues are involved? What do you decide?

In-basket Item #10

It is final grades time and grades are due from faculty in five hours. You see a faculty member come in to the front desk and ask one of the staff if he can look at some student academic records. The staff member asks why he wants to look at them. He replies that he only wants to look at the records of students in his class and, before he assigns a grade in his class to those students, he wants to get a "feel" for which grades were assigned to those students in the past.

Should you grant his request? Why? Why not?

In-basket Item #11

The wife of one of your students comes in to the office and hands one of the staff a piece of paper which is written and signed permission for the wife to pick up his transcript. Is this permissible? Would you permit it?

In-basket Item #12

Your boss asks you what information you can release over the phone. How do you reply?

In-basket item #13

Jill from the human resources office emails that she has just received a call from Food Services and she needs some help with a “FERPA question,” as she puts it. Earlier that morning an FBI agent had visited the manager of Food Services and asked to see work records of a Food Service employee who was hired under a work-study contract. Jill wants to know if the manager should show the records to the agent. What should you first ask her? What do you tell her?

In-basket item #14

An officer from a police department in a nearby town calls. The officer states that they have arrested a person who claims to be a student of your college. He is calling to verify this. You know that this police department has the policy of releasing students for minor infractions (which is involved in this case) if it can be verified that the person is a student. You check your records and find that this person is a student. There is, however, a signed statement from the student that he wants no information released on him.

Do you verify to the officer that this person is a student? Why or why not?

In-basket item #15

A representative of the Department of Homeland Security (DHS) comes to your International Services or Student Services office and asks for an international student’s class schedule. They want to speak to them right away. What should you do?

FERPA Final Exam Answer Key

True/False Section

- | | | | |
|------|-------|-------|-------|
| 1. T | 6. T | 11. F | 16. F |
| 2. T | 7. T | 12. T | 17. F |
| 3. F | 8. F | 13. F | 18. F |
| 4. T | 9. T | 14. F | 19. F |
| 5. T | 10. T | 15. F | 20. T |

Multiple Choice Section

- | | | | |
|--------------------|-------|------------------------|------------------------|
| 21. e ¹ | 32. a | 43. f | 50e. Y |
| 22. c | 33. a | 44. d | 50f. Y |
| 23. d | 34. a | 45. c ³ | 50g. Y |
| 24. d ² | 35. d | 46. b | 50h. N |
| 25. c | 36. f | 47. b | 50i. N |
| 26. a | 37. a | 48. a | 50j. Y |
| 27. e | 38. d | 49. See Table K1 below | 50k. Y |
| 28. b | 39. e | 50a. Y | 50l. N |
| 29. a | 40. d | 50b. N | 50m. N |
| 30. d | 41. b | 50c. Y | 50. Bonus ⁴ |
| 31. d | 42. d | 50d. N | 51. See Table K2 below |

Table K1

Type of Release	Acceptable?	
	Yes	No
To the student	X	
To the State Controller's office in relation to an audit of a state-funded program	X	
To the student's advisor	X	
To potential employers attempting to verify grades, class rank, and degree received		X
To a custodial parent who is paying the student's tuition	X ⁵	
To an officer of a court in response to a legally issued subpoena	X ⁶	
To parents of a student regarding an alcohol violation of the student at the institution	X	
To the student newspaper regarding the final results of a student disciplinary hearing for a crime of violence	X	
To an institution in which the student intends to enroll and the request is for the student's GPA	X ⁷	
To the town's local law enforcement office inquiring about whether the student is in attendance this semester	X ⁸	

Table K2

Type of Student Request	Granted to	
	Currently-enrolled Student?	Former Student? ^{**}
Inspect their education records	X	X
A copy of any education record		
Amend an education record	X	X
Non-disclosure of directory information	X	
Non-disclosure of non-directory information		
Have a hearing to amend an education record	X	X
Prevent parents from viewing education records		
Forward any subpoenas received by the college for his education records to his attorney		

^{**} i.e., no longer attending

¹ The correct answer is 45 days.

² Whether he has requested that any directory information not be disclosed, and that items a, b, and c are considered directory information by your institution.

³ Reason for choosing answer c: If a student's home address is not designated as directory information, the institution must obtain each student's written permission to include it in the student directory.

⁴ If it is not an "education record," FERPA does not apply or FERPA only applies to "education records."

⁵ If the student is legally financially dependent.

⁶ If the court has appropriate jurisdiction.

⁷ If this is the way your institution routinely does business and students have notice of such.

⁸ Assuming "in attendance" is directory information and the student has a "Y" release on his/her record.

Brain Stretchers

52. An institution cannot tell a student which items of directory information can and cannot be subject to non-disclosure. The right of non-disclosure is the student's right exclusively. The institution may identify items of directory information but it may not place any conditions on a student's right to block any directory information.
53. The institution may release other information on students without written permission of the student if the release can be justified under one of the exceptions to written permission found in FERPA. The section of FERPA to which your new statement would now apply is 34 C.F.R. 99.31.
54. Two possibilities...
 - ▶ Obtain written permission of each student in the class to share their email addresses with other students in the class.
 - ▶ A better long-term solution would be for the institution to identify email address as directory information. Before doing so, however, it would have to notify students of that intent first. Students would then have to be given a period of time to request that their email address not be disclosed (right of non-disclosure).

The institution needs to answer the question on when to notify students about adding an item to its directory information list. If it is in the middle of the academic year, this would necessitate a special notification to all students with the attendant period for them to request that their email addresses not be disclosed. If the decision to notify students could wait until the institution annually notified students of their FERPA rights, this would save the time and effort of the special, mid-year notification and make the notification process more efficient.

Even if email addresses were included as directory information, a special procedure would have to be created to identify any student in any class not wishing to share email addresses with all students in the class. This procedure would identify any student in the class who had requested non-disclosure of their email address. The student could then be notified of the implications of their non-disclosure for that class, and could decide if he or she wished to keep the non-disclosure active.

In-basket Items

1. The student has the right under FERPA to review the examination since it meets the definition of "education record," *i.e.*, personally identifiable to the student, maintained by the institution, and not one of the excluded categories from FERPA. (45 days have elapsed from the first request to review the record and the institution is in violation of FERPA.)
2. Yes. The institution may release any directory information on a case-by-case basis as long as the student (while still a student) has not requested non-disclosure. A non-disclosure request can only be removed by a current student unless the institution agrees to honor a similar request from an alumnus.
- 3a. Yes. At most institutions, this would be considered a valid exercise of "legitimate educational interest." However, each institution determines what is legitimate educational interest.
- 3b. No. This should be part of the annual notification to students required by FERPA.
- 3c. Yes. Same reason as above in 3a.
- 3d. Yes. Students are annually notified re: legitimate educational interest.
- 3e. Yes. FERPA does not require any training but it is strongly recommended for all users of "education records."
- 4a. "It is probably not a FERPA violation to continue the *status quo* but all users need to be trained on their responsibilities under FERPA."
- 4b. "Federal law (FERPA) requires that you must have a valid professional reason for viewing this class roll."
- 4c. (Open ended) Given the current situation, the academic administrators should take the initiative and formulate a policy regarding access to the screens and notify everyone of this policy. It is better to have something in writing than to merely make a decision and verbally communicate that decision to those who need to know. You may also want to consider making adjustments with your student system to better accommodate your security needs.

5. The lawyer is partially correct. FERPA rights pass to the student at age 18 or when s/he begins attending a college/university. Parents have only those rights of access that the student or institution gives to the parents. In general, if the parents prove legal dependency (IRS standard, not financial aid standards), the institution may provide access to the parents.
6. The institution is not obligated to release directory information to anyone since FERPA states an institution “may” release. It doesn’t have to.
7. Our institution’s policy is to release student information directly, and only to students. We would consider releasing information to you if we receive 1) written permission from your child, or 2) proof of your child’s dependency (not applicable in this case since you do not pay federal income taxes and, therefore, you cannot provide a federal income tax return), or 3) a legally issued subpoena itemizing specific information you wish to review.
8. FERPA only requires institutions to provide access to education records. It does not require that you make copies of any records unless geographic distance precludes personal inspection. Professional courtesy and the fact that another institution’s records on that student may have changed are two reasons for not copying other institutions’ transcripts for students.
9. Dependency, legal guardianship, written permission of the student, power of attorney.
(*Emergency situation*—probably give to mom after her submission of legal guardianship papers. Of course, obtaining the student’s written permission has the highest priority if at all possible.)
10. No. This is not a valid exercise of legitimate educational interest and you should call the dean after denying access to the faculty member. Grades are independent evaluative judgments made by a faculty member regarding a student’s performance in one class. They should be assigned without any intervening external variables such as past academic performance.
11. It is permissible. You have the student’s written permission to release the transcript to the spouse and that is what FERPA requires. You must verify that the signature is that of the student’s. You may, however, deny the release to the wife if your policy indicates release to the student only, or if you question the validity of the signature of the student.
12. Without the student’s written permission you can only release what you identify as “directory information;” and you can release this information at your discretion. Even directory information can be released only if the student has a “Y” release on his or her record.
Non-directory information can be released without written permission of the student if the release falls under one of the exceptions to written permission in FERPA. (34 C.F.R. 99.31)
13. First question—does the agent have a signed release (written permission) from the student indicating that the agent can see the records requested?
If “yes,” the food services manager may provide the information to the agent although FERPA does not require it.
If “no,” the food services manager should not release the information (work study employment records are subject to FERPA).
14. No. The student has placed a non-disclosure on this information and you are honoring this request. (This example is based on an actual occurrence.)
15. First, require proof of identity from the representative. Once their identity has been verified, any directory information or personally identifiable information can be released to the agent in question. FERPA does not apply to the education records of foreign students and exchange visitor program participants. In effect, this means that Immigration and Customs Enforcement (ICE), which operates under the DHS, has broad authority to investigate any data contained within the Student and Exchange Visitor Information System (SEVIS), which international students are automatically entered into upon completion of a valid Form I-20. The data that schools must record on each student are: names, country of citizenship, current address, academic status, degree program and field of study, commencement of studies, certification for practical job training, termination date and reason (if known), the number of credits completed each semester, and a photocopy of the student’s most recent I-20 ID copy.