FACULTY AND STAFF RESPONSIBILITIES UNDER FERPA
http://oregonstate.edu/registrar/GuidelinesforReleaseofStudentRecords.html

In 1974, the United States Congress passed the Family Educational Rights and Privacy Act (FERPA) to afford certain rights to students concerning their educational records. The primary rights afforded to students who attend a postsecondary school such as Oregon State University are the right to inspect and review their education records, the right to seek to have their records amended, and the right to have some control over the disclosure of information from the records.

Oregon State University may not disclose information contained in education records without the student's express written consent except under certain limited conditions. The Registrar serves as the custodian of student records for the institution.

Directory Information
Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. The university has defined the following information to be "directory information":

- Student’s name
- Current mailing address and telephone number
- ONID E-mail address (other e-mail addresses are not directory information)
- Campus office address
- Class standing (freshman, sophomore, etc.)
- Month and day (NOT year) of birth
- Major field of study
- Full-time or part-time enrollment status
- Status as a graduate teaching assistant or graduate research assistant and hours of service
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Date(s) of degree(s)
- Most recent previous educational institution attended

For members of athletics teams "directory information" may also include:

- Height
- Weight
- Position played

Restricting Directory Information
Students may elect to restrict the release of directory information but must do so for all such information (it is not possible to restrict only a portion of the information). This option may be exercised by filing a written, dated, and signed request at the Registrar’s Office any time. The restriction remains in effect until revoked by the student even if the student leaves the university or graduates. The authorization to restrict directory information remains in effect until the student revokes it, even after he or she leaves OSU, or until he or she is deceased.

Release of Non-Directory Information
Students may release some non-directory information (e.g., grade reports, class schedule) to specific people (i.e., spouse, parents). To do so, a student must complete and submit to the Registrar a Permission to Release Student Education Records form. Although the permission expires one year from the signature date, the Registrar’s Office will maintain this disclosure authorization with the records of the student, as long as the specific records disclosed are maintained by OSU. Release of information according to FERPA regulations is specific to the application. Therefore, academic and financial information require distinct approvals. The form for release of student financial aid information is available through that office.
Parental Access to Student’s Educational Record
One area of FERPA that generates confusion is the right of a parent to access student record information. Both Oregon law and FERPA apply to this situation. The Oregon law prohibits giving parents access to their son’s or daughter's information except with the child’s written consent. This applies to all students, even those who are under 18 years of age, those who are legally dependent on a parent, or those whose parent pays their tuition and school expenses. For parents to access any of the student’s educational records a Permission to Release Student Education Records form must be on file with the Registrar and specify the records that may be released to whom. If the authorization does not exist, employees must not discuss the student’s performance with his or her parents but must instead advise parents that their child must give us written authorization before we are allowed to do so.

Faculty/Staff Access to Student Records
The university supplies student record information to faculty and staff as needed to fulfill the employee’s responsibilities. Generally, access to information is limited to those student populations with which an employee works as access is granted to those having “legitimate educational interest.” Access to student record information should be considered a responsibility to be kept. Educational interest does not constitute authority to disclose information to a third party without the student’s written permission.

Posting of Grades by Faculty
The public posting of grades either by the student’s name, ID number, or by all or part of a Social Security Number without the student’s written permission is a violation of FERPA. This includes the posting of grades to a general class website and any public posting of grades by paper or electronic means. Instructors and others who post grades should use a system that ensures that FERPA requirements are met. This can be accomplished by using code words or randomly assigned numbers that only the instructor and individual student should know, posted on lists that are not in the same alphabetic order as the class list.

Special “Don’ts” For Faculty
To avoid violations of FERPA regulations, DO NOT:

- At any time use the student ID or Social Security Number to post grades in a public place or link the name of a student with that student’s ID number in any public manner
- Leave graded assignments or exams for all students in a stack to which other students have access
- Circulate a printed list with student name and ID number or grades as an attendance roster
- Discuss the progress of a student with anyone (including parents), other than a university employee (with legitimate educational interest) or the student, without the written consent of the student
- Provide anyone with a list of students enrolled in your classes for any purpose, commercial or otherwise
- Provide anyone with student schedules or assist anyone other than university employees in finding a student on campus

Records Not Considered to be Education Records

- Records made by faculty or staff for personal use that are unavailable to any other individual
- University law enforcement records created and maintained by university security services for law enforcement purpose
- Records maintained by Oregon State University health or counseling services available only to those individuals providing the diagnosis and treatment
- Alumni records that do not relate to the person as a student

For more information about FERPA and acceptable practice or about student records, contact the Registrar’s Office, 102 Kerr Administration Building 541-737-4331 e-mail: registrars@oregonstate.edu

This publication can be made available in an accessible format upon request. Contact Office of the Dean of Student Life, 541.737.8748
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