

Family Educational Rights and Privacy Act (FERPA)

Under FERPA students are given three primary rights. They have the right to:

- inspect and review their education records;
- have some control over the disclosure of information from their education records; and
- seek to amend incorrect education records.

FERPA includes two types of information: directory information and non-directory information. They are defined below:

Directory Information:

student's name, photo, college mailing address, college telephone number, college e-mail address, hometown, major field of study, enrollment status, class level, date of birth, participation in officially recognized activities and sports, dates of attendance, degrees, honors and awards received, and most recent education agency or institution attended.

Students have the right to block directory information from being released.

Non-Directory Information:

any personally identifiable information from a student's education record.

Except in special circumstances, the college must obtain written consent from students before disclosing any personally identifiable information from a student's record. Essentially, what this means is without the student's written consent, you may not discuss academic progress, grades, etc. with anyone, including the parents of the student.

Annually, students are asked for authorization to provide information related to their educational records with their parents or guardians. Before discussing any non-directory information regarding a student, you must verify that the student has authorized the disclosure. There are two ways to find this:

1. names of individuals each student has authorized to receive this information are posted in my.colby-sawyer, Academic, Academic Resources.
2. you may contact the registrar's office.

It is your responsibility to be certain that the individual on the phone is actually who they claim to be. You may want to ask for the caller's phone number and verify that number with the registrar's office before returning the call. Note that you aren't *required* to discuss student information with a FERPA cleared individual, the regulation simply says that you *may*.