



FERPA FOR FACULTY/STAFF

The Family Educational Rights and Privacy Act of 1974 as amended.

All faculty and staff are required to abide by the Family Educational Rights & Privacy Act (FERPA) which states that the institution will maintain the confidentiality of student records.

All faculty and staff are required to complete online FERPA training once per year through our online training module in *SafeColleges*.

WHAT IS FERPA? One of the aspects of FERPA gives students “the right to have some control over the disclosure of information from educational records.” **An education record is defined as any record that directly identifies a student and is maintained by the institution.**

Education records can exist in various mediums including the following: handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, email and others. Therefore, the following guidelines should be followed.

Be FERPA compliant by following these guidelines!

TOPIC	GUIDELINES
ATTENDANCE RECORDS	<ul style="list-style-type: none"> ➤ Do not share with anyone but the student. ➤ Circulation of a class list for attendance is a violation of FERPA if it contains personally identifiable information (PII) such as student id numbers
CLASS ROSTERS	<ul style="list-style-type: none"> ➤ They contain personal information about our students. ➤ Do not give to students for any reason. ➤ Do not share contact information such as phone numbers or addresses to another student.
COMMUNICATIONS WITH STUDENT	<p>Email:</p> <ul style="list-style-type: none"> ➤ Grades or other student record inquiries should be sent to the students BMCC email account. ➤ If you are sending an email to more than one student, be sure to use the blind copy feature. <p>Letters of Reference:</p> <ul style="list-style-type: none"> ➤ Have a release of information form signed by the student and on file in the Registrar’s office. <p>Phone: You must have access to our SIS system to ensure the student has not placed a directory exemption on their file. If they have you may only communicate with the student in person or to their BMCC email.</p> <ul style="list-style-type: none"> ➤ Verify that it is the student you are speaking with by asking the following questions: <ul style="list-style-type: none"> ○ Address ○ High school they graduated from and when ○ Course they took last term <p>Be sure to make note in our system of your communication with the student, especially if it is about their academic record.</p>

TOPIC	GUIDELINES
GRADES	<p>The public posting of grades either by the student's name, student id number, or social security number without the student's written permission is a violation of FERPA. This includes the public posting of grades to a class/institutional website, in the cloud, or on the I: drive, and applies to any public posting of grades in hallways, mailboxes, departmental offices for all students including those taking distance.</p> <ul style="list-style-type: none"> ➤ If you want to share examples of "quality work", have a signed release from the student. ➤ If you wish to post publically, use random numbers or letters which are known only to you and the student. ➤ Do not post grades using student names, initials, or any part of the student ID number.
STUDENT RECORDS	<p>If you have files or forms with personally identifiable information (PII) such as student ID along with the students' name:</p> <ul style="list-style-type: none"> ➤ DO NOT Leave them out on your desk or inbox or in your file sorter on your desk. ➤ DO put all paper files a locked filing cabinet. <p>Electronic files containing PII should be:</p> <ul style="list-style-type: none"> ➤ Saved with a password only known to the person or persons needing access to that file. <p>Please do not keep paper or electronic files with PII unless absolutely necessary.</p>
SHARING INFORMATION WITH OTHER FACULTY/STAFF	<ul style="list-style-type: none"> ➤ Do so only on a need-to-know basis and for educational purposes. ➤ Generally, observations regarding the student can be shared so long as they are not about the student record. <p>Example: You cannot report that Brighton Early received an A in his class. What you can share is your personal observation that Brighton Early is a hard worker.</p>
SHRED BINS	<p>For those that keep a bin or other receptacle for daily work to be shredded, be sure to place all papers, etc. in a secure shred bin. If you have your own paper shredder, please be sure it is cross-cut or micro-shred.</p> <p>Shred Bins: These must be kept in locked secure areas. They must not be left out in the hall. The company that provides this service will come to your area to empty the bins once per month.</p>
TALKING TO PARENTS OR SPOUSE	<p>FERPA covers students of all ages. In general, unless the student has allowed written access to their student record:</p> <ul style="list-style-type: none"> ➤ Information should not be shared with anyone other than the student. This includes students under 18 years of age. ➤ Faculty and staff should not speak to parents without first checking with Enrollment Services to verify that the student has a signed a release on file. <p>It is highly recommended that you refer all requests for information about the student or the students record to Enrollment Services.</p>

WHEN IN DOUBT – DON'T GIVE IT OUT!

Questions? Contact Theresa Bosworth, Director of Enrollment Services/Registrar

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Updated 4/6/19