


# FERPA: QUICK REFERENCE GUIDE FOR STAFF AND FACULTY

## FERPA defined:

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires institutions accepting federal monies to protect the privacy of student information. In addition, FERPA affords students the right to review their education records, to request correction of inaccurate records, and to limit information disclosed from those records. An institution's failure to comply with FERPA may result in the Department of Education's withdrawal of federal funds.

## ALL LSCO STAFF AND FACULTY MUST COMPLY WITH FERPA REGULATIONS.

As a staff or faculty member, you need to know the difference between **Directory Information, Personally Identifiable Information, and Education Records**



A parent or guardian may obtain non-directory information in a health or safety emergency or if their student has authorized a record release, documented on SPACMNT. The parent or guardian will need to provide the 4-digit code, generated by the student.

To confirm a FERPA release, review **Banner – SPACMNT**. If you do not have access to SPACMNT, contact [Summer.Rather@lSCO.edu](mailto:Summer.Rather@lSCO.edu)

If there is no release on file, the student will need to complete one before we will share non-directory information.

If a student is marked as **Confidentiality** in Banner and SPACMNT has been documented DO NOT SHARE ANY INFORMATION! You must state that you cannot confirm or deny that a student by that name attends LSCO. Students with confidentiality hold will need to visit Admissions in person or email Admissions using an LSCO email to request confidentiality hold to be lifted.

### DIRECTORY INFORMATION

These items **MAY** be disclosed UNLESS the student has placed a “hold” on Directory Information release.

**CONFIRM** this by reviewing **SPACMNT** in Banner or contacting [Admissions](#) for assistance.

- Student name
- Birth Year
- Active mailing address
- Preferred telephone number
- LSCO-issued and personal student email address
- Degrees, certificates, honors, and awards received
- Major field of study
- College
- Date of attendance
- Date of graduation
- Enrollment status

### NON-DIRECTORY INFORMATION (PII – Personally Identifiable Info)

- Place and date of birth (month and day)
- Social security number
- Marital status
- Residency status
- Gender/race/ethnicity
- Religious preference

### Educational Records

- LSCO student ID number\*
- Academic status (e.g., probation, suspension)
- Grades/GPA (grade point average)
- Testing scores
- Student class schedule
- Academic transcripts
- Disciplinary records

*\*If a student doesn't know their student ID# they may request it by emailing 409-882-3923 using their LSCO email account.*

### Parents Request for Student Records

FERPA rights transfer to the student at age 18, or once he or she attends a post-secondary institution regardless of age. Parents or legal guardians may obtain Non-Directory Information at the discretion of the institution, only if they can establish that the student is a “financially dependent” if either parent or the legal guardian claimed the student upon his or her most recent Federal Income Tax return. The Office of Admissions and Records will require that the parent(s) or legal guardian provide a copy of the filed tax return before it releases the requested information. This will be documented in SPACMNT if this request is made.

*If a parent requests information for a high school dual credit student, they will need to contact the high school counselor.*

**Unless there is a release on file**

**DO NOT SHARE NON-DIRECTORY INFORMATION**

**CONFIRM** this by reviewing **SPACMNT** in Banner or contacting [Admissions@LSCO.edu](mailto:Admissions@LSCO.edu) for assistance

***“Personally Identifiable Information” or “Education Records” may be released only to the student and then only with the proper identification.***

### General Practices for Protecting Student Information and Education Records

- Do not leave exams, papers, or any documents containing an SSN/LSCO-ID/Username, grade, evaluation, or grade point average outside your office door or in any area that is open-access.
- Do not record attendance by passing around a class list, which may contain student's LSCO-ID/Username.
- Do not provide tests and assignment scores, evaluations, or final grades via email. When contacted by phone, first ask an identifying question, such as what is your student ID #.