

Family Educational Rights and Privacy Act (FERPA)

FERPA is the federal law designed to protect the privacy of education records. It provides guidelines for appropriately using and releasing student education records.

FERPA is broadly defined and applied. Therefore, consider the student as the primary subject of his or her education record, and the institution as the custodian of that record.

Basic Rights of Students

- Be notified of their FERPA rights at least annually
- Inspect and review their records
- Amend an incorrect record
- Consent to disclosure (with exceptions)
- File a complaint with the Department of Education regarding violation of FERPA rights

An **education record** is defined as any record maintained by the institution that is related to the student. Education records can exist in any medium, including written, computer-generated, film, email and others.

DIRECTORY INFORMATION: Those data items that are publicly releasable, so long as the student does not

