



Professional Development

Search this site

[Home](#)

[1. Full-Time Faculty](#)

[2. College Staff](#)

[3. Adjunct Faculty](#)

[4. Dual Credit Instructors](#)

PD Trainings

[PD 101 Understanding FERPA Requirements](#)

[PD 105 Adjunct Faculty Orientation](#)

[PD 111 Using Faculty Access](#)

[PD 201 Syllabus Design and Resources- Part 1](#)

[PD 202 Syllabus Design and Resource, Part 2](#)

[PD301 Teaching Online](#)

[Sitemap](#)

PD Trainings >

PD 101 Understanding FERPA Requirements

FERPA is a Federal Law that outlines an educational institution's responsibilities in maintaining student records and privacy rights. It has applications for both High School and College staff, contractors, and educators. Upon completion of this Professional Development, you will be able to: State what FERPA is and why it is required; Identify who is responsible to implement FERPA guidelines and to whom it applies; State what does and does not constitute an Educational Record; Understand the basic rules as applied to High Schools and to colleges; and, Obtain an 80% or higher on Professional Development Self-Study quiz, "PD 101 Understanding FERPA Requirements".

PD 101 Understanding FERPA Requirements, Resources Available for this training

- Power Point Slide Show
- Pdf NOTES for PD 101 (recommended)
- [Click Here](#) to take Quiz

It is highly recommended that you download both the slide show and NOTES pdf to accomplish this training. To complete this PD, take the Quiz by clicking the link provided above. Upon completion of the quiz, your results are automatically posted to the Assessment Coordinator.



FERPA Training AY 20... akurdle@wma.edu, May 6 v.1

Understanding FERPA... akurdle@wma.edu, May 6 v.1

Comments

You do not have permission to add comments.

Understanding FERPA Requirements

Professional Development
Self-Study

Last updated for AY 2016/2017



Course Objectives

1. State what FERPA is and why it is required.
2. Identify who is responsible to implement FERPA guidelines and to whom it applies.
3. State what does and does not constitute an Educational Record.
4. Understand the basic rules as applied to High Schools and to colleges.
5. Obtain an 80% or higher on Professional Development Self-Study quiz, “Understanding FERPA Requirements”.



Objective 1

1. State what FERPA is and why it is required.



FERPA Defined

FERPA is an acronym for the *Family Educational Rights and Privacy Act of 1974*. This act applies to K-12 and post-secondary schools.

Specifically, FERPA governs the disclosure of educational records maintained by an educational institution and the access to those records. An educational institution is a high school or a college or university.



FERPA Defined

FERPA gives the student the right to inspect and review their education records and request to amend those records.

It also gives the student the right to limit disclosure of “personally identifiable information” that would directly identify or make easily traceable, the student’s identity. This type of information is termed *Directory Information*.

Simply put, FERPA is required to protect the student’s right to privacy.



Objective 2

2. Identify who is responsible to implement FERPA guidelines and to whom it applies.



FERPA

Whom does the law apply too?

If an institution receives funds administered by the Secretary of Education, such as student financial aid or secondary educational grants administered through the State, then it must comply, in full, with the terms and conditions of FERPA.

For public high schools, this also applies either directly or indirectly through public financing.

This applies to the ENTIRE INSTITUTION. Even if only one part or component of that institution receives those funds.



FERPA

To whom does the law apply?

If a student is in High School, the High School records belong to the parents until the student's 18th birthday. If the student is in college, regardless of age, the college records belong to the student.

For college students, REGARDLESS OF AGE, college staff and faculty cannot discuss college records without the student's written permission.

For Dual Enrolled students, the High School MAY discuss High School grades and classroom performance with a parent, without permission, as part of the high school class under FERPA rules. At no time may college records or grades be discussed by staff and faculty of the High School without the permission of the student.



FERPA

Who is responsible for implementing the law?

Many times, the Registrar of an educational institution is responsible for implementation of the FERPA law. This is because the primary job of the Registrar is the maintenance of student records.

However, while the Registrar may be the primary person responsible, it is everybody's responsibility to insure that FERPA rules are met and complied with at all times. This means all full-time, part-time, temporary, and/or contractual employees, regardless of their capacity.



Objective 3

3. State what does and does not constitute an Educational Record.



FERPA

What is an educational record?

An educational record begins the day the student first attends the school. Educational records are items like name, social security number, and any other information that directly or easily identifies the student. It does not matter if this information is on a computer drive or in a filing cabinet, it is protected.

While there are exceptions to what is and is not protected, it is always best to err on the side of caution and assume the student information is protected.



FERPA

What is an educational record?

A good “rule of thumb” might be, anything having to do with a student’s education is protected. This could include something like a student’s grade on a single test.

For example:

Discussing that a student received a certain grade on a test with another teacher is not a violation of FERPA. However, doing so while a different student can over-hear the conversation is a violation, **if** the person overhearing the conversation can reasonably associate the information with the specific student.



FERPA

What is an educational record?

At the postsecondary level, the best course of action is to direct **any** outside request for information about a student to the Registrar.

At the High School level, unless you are the student's teacher, also direct any outside requests to the school Registrar.

If you are the student's high school teacher, and the student is less than 18 years old, you may discuss the student with their parents or guardian(s), but no one else. If a favorite Aunt requests to know how they are doing, respectfully direct them to the Registrar.



Objective 4

4. Understand the basic rules.



FERPA

Basic Rules to Follow

- Access student records only for official business.
- Access to student information does not authorize unrestricted use of that information.
- Share information on a need-to-know basis.
- Secure sensitive information in your work area so that visitors cannot see documents on your desk or computer screen.
- Be sensitive to the possibility of others overhearing phone or face-to-face conversations.
- When disposing of print records containing a student's name, ID, SSN, or grades, **shred the records**.
- Refer all outside requests for student information to the Registrar.



PD 101 Understanding FERPA Requirements

* Required

PD 101 Understanding FERPA Requirements

You must score at least and 80% on this quiz to pass this PD. The quiz is open note and is not timed. It does not have a save and return feature. Once you hit Submit/Done, your quiz and results will automatically be transmitted to WMAC. (This quiz has 17 points available.)

Which of the following is true about FERPA: *

1 point

- The student can only inspect their educational records with the registrars permission
- It only applies to students, at any age, attending college
- It is an acronym for Family Educational Rights and Privacy Act of 1974
- It protects the school's right to maintain private records on students

If any part of an institution receives funds, directly or indirectly, from the Department of Education, then FERPA applies to all parts of the institution. 1 point

- True
- False



A high school senior is 16 years old. They are taking a on-line college class, (but it is not for Dual Credit). Can the student's parent see the student's educational records at the college? 1 point

- Yes
- No

Which of the followings are required to comply with FERPA? 1 point

- Instructors/Teachers
- Administrative staff
- Janitorial staff
- Temporary and contractual short and long term personnel

Which of the followings would be considered part of an educational record? 1 point

- The student's cumulative grade point average
- The student's home state for residency
- Student participation in campus activities



Check all statements that are not a FERPA violation based on the given scenario: Two teachers are in the cafeteria during lunch time discussing their morning classes. All of the Freshman students are in the lunchroom eating. 1 point

- The guidance counselor approaches the teachers and asks if they have seen a specific student because that student must come to the office to discuss failing a class. One of the students at a nearby table speaks up and tells them that the student they are looking for is over by the checkout line.
- One teacher expressed their surprise, commenting on how an un-named student did on that morning's quiz in one of their un-referenced classes.
- A student is in the cafeteria with their best friend. Together they both approach the teachers. The student asks how they did on last Friday's test. The instructor tells them they think they got at least a 'B'.
- A sports coach asks the teachers if any members of the team are in danger of losing their eligibility to play in the weekend game. The teachers tell the coach they will check after lunch and send the coach an e-mail.

With regard to a student's educational record, check all true statements: 1 point

- Student records should only be accessed for official business.
- Information should only be shared with authorized personnel on a need-to-know basis.
- Be sensitive to the possibility of others overhearing phone or face-to-face conversations.
- Be sensitive to the possibility of others seeing or reading documents on your desk and/or computer screen.
- If you are unsure, the best course of action is to always refer requests from outside parties about a student to the registrar.

BACK

SUBMIT

Never submit passwords through Google Forms.

