

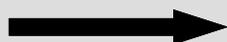
# Quick Reference Guide for Faculty

## FERPA

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 UA FACULTY ARE OBLIGED TO COMPLY WITH FERPA REGULATIONS.**

As a 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 through myBama.

**To confirm a FERPA release**, click on the Employee tab or the Faculty tab in myBama. In the Banner Self-Service channel, open the Faculty & Advisor folder > Student Information Menu folder > Student Information. Complete the prompts. If a FERPA release is on file, it will be noted on the General Student Information page.

**Existence of a release does not constitute a "power of attorney" empowering a parent or guardian to act on behalf of the student.**

### DIRECTORY INFORMATION

These items **MAY** be disclosed, **UNLESS** the student has placed a "block" on Directory Information release.

**CONFIRM** this on myBama or consult the Office of the University Registrar at 348-2020.

- Name
- UA Email address
- UA School/College
- Class level
- Major(s)/degree program(s)
- Dates of attendance
- Full-/part-time enrollment status
- Degrees/honors/awards received

### PERSONALLY IDENTIFIABLE

**INFORMATION** (any identifying data other than "Directory Information") including, but not limited to:

- Social Security Number
- Date of birth
- Residency status
- Gender/race/ethnicity
- Religious preference
- Pictures
- **Home/Permanent Address\***

### EDUCATION RECORDS

Including, but not limited to:

- Class schedule
- Grades/GPA/Academic standing
- Test scores
- Academic transcripts
- Disciplinary records

***"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 any document containing SSN/CWID/Username, grade, evaluation, or GPA outside your office door or in any open area.
- \* Do not record attendance by passing around a class list, which contains a student's SSN/CWID/Username.
- \* Do not provide tests and assignment scores, evaluations, or final grades via e-mail or discuss over the phone.

**\*Permanent/Home Mailing Address may only be released for University-recognized academic honor societies/organizations.**

For more information, visit the registrar.ua.edu