FERPA – Permission to talk with a Parent, Spouse, or Named Other

Family Educational Rights and Privacy Act (FERPA):
- Protects the privacy of student **education records** (any info directly related to a student, collected by and maintained by the university) and generally limits access to the information contained in those records by third parties.
- Ensures students have a right of access to their own education records.
- **REMEMBER**: When a student turns 18 **or** begins attendance at a post-secondary institution, the student holds these rights directly, and parents lose their right of access to their children's education records.

FERPA Permissions:
- Students may choose to grant permission to disclose educational records to certain individuals by completing the PeopleSoft online form.
- Students must indicate the "type" of information permitted to share:
    o Academic Records (i.e. verbal confirmation of grades, GPA, academic status)
    o Student Financial Services (i.e. fee balance)
    o Financial Aid
    o Admissions
    o All Departments
    o Housing
- To verify which individuals are authorized access to a specific student's information, you will need to confirm that they are listed on the student's authorization to release Peoplesoft page.
- For information on how to access the Relationship page, see pg. 18-19 of the Advising Handbook (available on the Office of the Registrar webpage). Make sure to ask them to confirm the four-digit access code to ensure you are speaking with the correct person (listed in Peoplesoft).

Examples of education records include:
- Admissions information (HS transcripts, test scores, etc.)
- Grades, test scores, evaluations, course work and course communications
- Internship program records
- Disciplinary records
- Financial aid records and other financial information
- Work-study program records (timecards, etc.)

Examples of non-educational records:
- Alumni records
- Employment records when employment is **not** contingent on being a student