FERPA QUICK GUIDE:
FERPA is administered by:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

FERPA was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data.

FERPA affords students certain rights with respect to their educational records.

Everyone on campus with access to student records shares the responsibility of FERPA!

**WHAT IS IT AND WHERE ARE THE RULES?**

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Virginia Tech to comply with the requirements of FERPA.

**WHAT DOES IT MEAN FOR FACULTY & STAFF?**

1. ONLY access those educational records you need to access AS PART OF YOUR JOB. Ask yourself, “Is this a legitimate educational need?”
2. DO NOT POST GRADES PUBLICLY! The public posting of grades either by the student’s name, student number, or social security number without the student’s written permission is a violation of FERPA.
3. DO NOT EMAIL GRADE INFORMATION (including TEST SCORES). There is no guarantee of confidentiality on the Internet.
4. Do not release without written authorization any of the following:
   - Student ID number
   - Grades/Exams scores
   - Academic Standing
   - Social Security Number
   - Detail of Registration Information (i.e., course times)
   - Race, Ethnicity or Nationality

**WHAT DOES IT MEAN FOR STUDENTS?**

1. If the student has not restricted access to directory (or public) information you may release the following:
   - Student name
   - Student Address
   - Telephone Number
   - Email Address
   - Whether a student is currently enrolled
   - Classification (M1, M2, etc.)
2. If a student has blocked the release of directory information, YOU MAY NOT RELEASE ANY INFORMATION about that student. We recommend you say, “I have no information about that individual.” Don’t even confirm that they are a student.
3. Departments MAY NOT release non-directory or personally identifiable information to a third party without the student’s written authorization.