

FERPA Guidelines (for Faculty & Staff)

1. DO refer requests for information from the educational record of a student to the proper education record custodian (i.e., Registrar's Office).
2. DO keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities. Private notes of a faculty/staff member concerning a student intended for the faculty/staff member's own use are not part of the student's educational records.
3. DO keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person (except a substitute).
4. Do **NOT** put papers, grade exam books or lab reports containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
5. Do **NOT** request information from the educational record custodian without a legitimate educational interest and the appropriate authority to do so.
6. Do **NOT** share student educational record information, including grades or GPAs with other faculty or staff members of the college unless their official responsibilities identify their "legitimate educational interest" in that information for that student.
7. Do **NOT** share information from student educational records, including grades or GPAs, with parents or others outside the institution, including letters or recommendation, without written permission from the student.
8. Do **NOT** allow students to grade each other's work when the score will be recorded...unless papers are identification coded in some way rather than by student name. (Instructors must take care to protect the code.)
9. Do **NOT** allow student assistants to grade student work when the identity of the students is known and the score will be recorded.
10. Do **NOT** ask students to call out scores in class (to be recorded).