

FERPA: *Students' Right To Privacy - It's The Law!*

FERPA, the *Family Educational Rights and Privacy Act*, is a federal law that protects the privacy of student education records by restricting the release of and access to those records. It does, however, allow institutions to designate and release specified items called directory information.

Student Education Record Defined

*This information **cannot** be released without written permission from the student! **

Any record, with certain exceptions, maintained by an institution that is directly related to a student or students is an education record. This means any and all information, maintained in any medium, that is directly related to students and from which students can be personally identified.

Education records can contain a student's name, or several students' names, or information from which an individual student or students can be individually identified.

Examples of education records include but are *not limited to*:

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|--------------------------------|---------------------------|
| • Social security number | • Progress reports |
| • University ID | • Race/ethnicity |
| • Grades/exam scores | • Citizenship/nationality |
| • Grade point average (GPA) | • Gender |
| • Test scores (SAT, GRE, etc.) | • Disciplinary status |
| • Class schedule | • Religious affiliation |

* The student information release request is online at:
http://www.uri.edu/es/students/consent_release.html

Directory Information Defined

Check with the appropriate office before releasing directory information!

Directory information is information contained in a student education record that would generally not be considered harmful or an invasion of privacy if disclosed. However, students have the right to and may place a directory hold on any or all of this information. Items designated by URI as directory information are:

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| • Full name | Enrollment Services |
| • Campus, local, home, email address | Enrollment Services |
| • Telephone listings (local and home) | Enrollment Services |
| • Date and place of birth | Enrollment Services |
| • Major field of study | Enrollment Services |
| • Full/part-time student status | Enrollment Services |
| • Participation in officially-recognized activities | Memorial Union/Student Involvement Office |
| • Sports participation | Sports Information Office |
| • Weight and height of athletic team members | Sports Information Office |
| • Dates of attendance | Enrollment Services |
| • Degrees and awards received | Enrollment Services |
| • The most recent previous educational institution | Enrollment Services |
| • Class year | Enrollment Services |

Be sure to review the guidelines developed by Enrollment Services: www.uri.edu/es/forms/pdf/faculty/ferpa.pdf
To learn more about FERPA, go to: www.uri.edu/security/policy.php

And please remember, DO NOT:

Link a student's name with that student's social security number or URI ID in any public manner.

Leave graded tests or papers of all students in a stack for students to sort through.

Circulate a class list with student name and social security number, URI ID, or grade to take attendance.

Provide anyone with lists of students enrolled in your classes.

Discuss the progress of any student with anyone (including parents/guardians) other than the student without the written consent of the student.

Give anyone student schedules or assist anyone other than authorized University offices in finding a student on campus.

*If ever in doubt whether you should release information, **DON'T**. Check with Enrollment Services first!*