

TOP TEN THINGS TO REMEMBER ABOUT THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

University of California, Merced/Office of the Registrar (Updated 8/15)

#10 The purpose of FERPA is good! It affords rights to students to:

- Inspect and review their education records (access allowed within 45 days after written request)
- Seek changes to these records
- Control disclosure of information from their records
- File a complaint with the Family Policy Compliance office in Washington, DC

#9 UCM's policies on release of student information are widely available

- On the web at registrar.ucmerced.edu/policies/ferpa
- In the UCM Catalog at catalog.ucmerced.edu

#8 Never post grades using any part of students' ID numbers.

- Instead, assign individual numbers to students at random. Only the student and the faculty member who assigned the number should know the number. The order of posting should **never** be alphabetic by student name.

#7 Never leave stacked graded papers for students to pick up—not even in sealed envelopes (unless you have a student's permission to do so)!

- Instead, try these alternatives (and add info to your syllabus to alert your students)
 - At the end of the semester, mail graded papers/exams via campus or U.S. mail in envelopes that students pre-address, pre-stamp, and provide for you
 - If space and personnel allow, students may pick up papers/exams from School assistants or faculty colleagues (they are responsible for checking student identification, however)

#6 Never circulate a printed class list for attendance purposes if it shows the combination of names and IDs.

#5 Never discuss student progress with anyone other than the student without the student's consent (including the student's parents or spouse!). Do not include grades and gpa in letters of recommendation unless you receive a signed release from the student to do so. (Contact Erin Webb at 228-4501 if you need a template release form for this purpose.)

#4 Never provide anyone with a student's schedule or help anyone find a student on campus. (Contact Students First Center at 209-228-7178)

#3 You Are Responsible to Protect:

- All educational records in your possession
This includes paper documents in your office such as computer printouts, class lists, display screen data, and advising notes. These are practical tools that you need to do your job; however, they should be protected like you would protect a purse or wallet. Do not leave these items out in open areas, but store them out of sight, preferably in a locked cabinet or drawer when not in use.

#2 Official transcripts are available through the Office of the Registrar

- The Office of the Registrar is responsible for student record information and maintenance

#1 **If in doubt, don't give it out!** Call Erin Webb at 228-4501 with questions/concerns!

- Want to read more? Go to registrar.ucmerced.edu/policies/ferpa and take the quiz!