

You play a critical role in the confidentiality of our students' educational records.

DO check with Records & Registration before disclosing any student educational record information to third parties outside the institution.

DO refer all subpoenas or other legal process requests for education records to Records & Registration.

DO maintain the privacy of all student academic work (paper and electronic) at all times - at work, at home, and in transit.

DO dispose of confidential student information in a secure manner, such as shredding. Student information should only be kept as long as it is valid and useful per the [UW-Eau Claire Retention Schedule](#).

DO NOT release a class schedule to locate a student. Refer any inquiries regarding a student's class schedule or inquiries about students to Records & Registration.

DO NOT share by phone or correspondence information from the student educational records, including grade point averages or letters of recommendation, with parents or others outside the University without written permission from the student.

DO NOT put purely personal notes in the student's file, because those notes will become accessible to the student. Such records can be kept confidential only if they are kept in the sole possession of the maker and are not accessible or revealed to any other person.

DO NOT allow students to pick up their academic work by sorting through materials that include classmates' work.

DO NOT use or circulate printed class lists/rosters that include student IDs (or non-directory information) for attendance purposes.

DO NOT use student personal information, including name, ID and/or SSN, for the public posting of grades or for any other use.

DO NOT put papers, homework sets, exams, lab reports, etc. containing student names and grades in publicly accessible places.

DO NOT share student educational record information, including grades or grade point averages, with other faculty members. Other faculty members must have official responsibilities with a legitimate educational interest.

When in doubt, do not release student information, contact the Registrar.

Registrar
Blugold Central—Vicki Lord
Laron 1108 Phone: 715-836-4325
Email: registrar@uwec.edu

Training and Consultation

The Registrar offers FERPA training sessions for groups and/or departments interested in learning more about student privacy rights. Contact the Registrar to schedule a session.

**FERPA questions or concerns?
Please contact us.**

Registrar
Blugold Central—Vicki Lord
Laron 1108 Phone: 715-836-4325
Email: registrar@uwec.edu

For more detailed information concerning the FERPA policy, please refer to the UW-Eau Claire FERPA Policy on the website:
<https://www.uwec.edu/tuition-financial-aid/parent-family-information/ferpa-privacy-policy/>

DEAN of STUDENTS OFFICE
Phone: 715-836-5626
Email: deanofstudents@uwec.edu

Student Safety

While FERPA provides protection to a student's privacy and educational records, it does not bar University officials from sharing critical information about students in a health or safety emergency with appropriate parties.

Instructors who see their students on a regular basis are often the first to observe serious personal problems or troubling behavior. University officials are permitted and encouraged to share information with the Dean of Students Office and/or University Police about a student who is or might be considered a risk to self or others.

Changes in a student's behavior could provide warning signs of distress and may include:

- Physical or verbal aggression
- Withdrawn and shy behavior
- Uncontrollable crying
- Bizarre emails
- Disheveled appearance
- Change in academic performance (drop in grades, not showing up for class, etc.)

Should you become concerned about the welfare or behavior of a student, contact the Dean of Students Office.

A Guide for Faculty & Staff

Student Privacy Rights and Responsibilities

FERPA

Family Educational Rights and Privacy Act

University of Wisconsin
Eau Claire

What is FERPA?

The essence of FERPA can be summarized by the following two points — confidentiality and access.

The Family Educational Rights and Privacy Act of 1974 — commonly known as FERPA, the Privacy Act, or the Buckley Amendment — is a federal law designed to protect the privacy of educational records. FERPA governs and protects students' rights to their individual educational records.

The following primary rights are protected under FERPA:

- Students' rights to review and inspect their educational records;
- Students' rights to have their educational records amended or corrected;
- Students' rights to control disclosure of certain portions of their educational records. (i.e. to keep their records confidential)

What are considered “educational records”?

An educational record is any record (in any medium), with certain exceptions, maintained by UW-Eau Claire that is directly related to a student. This record can contain students' name, several students' names, or information that can personally (individually) identify a student.

What are NOT considered “educational records”?

- Medical and counseling records used solely for treatment
- University Police Services records
- Financial records of a parent or spouse
- Records that only contain information about students after they are no longer a student (e.g., alumni records)

What information can I share with a student’s parent(s)?

When a student attends a University, the student possesses the rights under FERPA *regardless of the student's age*. Therefore, without written consent from the student, faculty/staff may not share any educational records with a parent.

What are the sanctions or liability risks for a FERPA violation?

FERPA provides for a complaint procedure to the U.S. Department of Education with an ultimate sanction of withholding federal funding. Students may seek to hold the University or individuals liable. Faculty/staff who violate the University's FERPA policy will be subject to corrective or disciplinary action, depending on the individual circumstances.



DIRECTORY INFORMATION

Directory Information (Public Records)

FERPA allows for the release of specified items of information not generally considered harmful or an invasion of privacy if disclosed. UW-Eau Claire, in accordance with FERPA, has designated the following categories of information about individual students as directory (public) information. The information below will be released to any inquirer unless the student specifically requests non-disclosure of some or all directory information using the Directory Information Restriction Form located on the Records and Registration website.

- Name
- Address(es)
- Phone number
- Campus email address (username)
- Major and minors
- Dates of attendance
- Classification (e.g., sophomore, senior, graduate student)
- Enrollment status (full/part time)
- Degrees
- Dates of graduation, including anticipated graduation dates
- Awards and academic honors
- Most recent previous institution attended
- Participation in officially recognized activities and sports
- Athletes' weight/height

Non-Directory Information (Private Records)

Non-directory information includes items which are considered private or protected, and which cannot be identified as directory information.

Examples of private information include, but are not limited to:

- Social security number
- Race
- Religion
- National origin
- Gender
- Grades
- GPA
- Student schedule
- Academic standing
- Student ID number
- Student employment record

Records of campus disciplinary proceedings are considered protected with the exception of a crime of violence or of a non-forcible sex offense. FERPA affords the university discretion to disclose the final results of a disciplinary hearing regarding an incident alleged to involve acts of violence or of a non-forcible sex offense to the public. Disclosure to the victim is required.

RELEASING RECORDS

With whom can I share information?

Under FERPA, prior written consent must be obtained before a student's educational record may be disclosed to a third party, with some exceptions. Specific information must be collected in the consent per FERPA—see the Registrar with questions.

Faculty/staff may share a student's educational record information (public and private information) without written consent with other UW-Eau Claire University officials who have a legitimate educational interest.

A University official has “legitimate educational interest” if he or she needs to review an educational record in order to fulfill his or her professional responsibilities. *Simple curiosity does not qualify as legitimate educational interest*. Thus, all records of all students are not open to all faculty/staff at the University.

Instances in which prior written consent is not required for release of a student’s record:

- In connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals
- In accordance with a lawful subpoena or court order
- Release of directory information, if not restricted
- If the student is under the age of 21, FERPA permits UW-Eau Claire to inform the parent/guardian if a student is found in violation of alcohol or drug rules.

Letters of Recommendation

Student educational records, including grades or grade point averages, should not be shared by phone or correspondence with parents or others outside the University, including letters of recommendation, without written permission from the student. The student can give permission by completing a Student Information Release Authorization form.

TECHNOLOGY BEST PRACTICES

Always place student e-mail addresses in blind carbon copy (Bcc:) when sending e-mail to groups of students.

Avoid using personally identifiable information about students in e-mail subject line.

Be careful about sharing private information via wireless technology (cell phones, wireless Internet, etc.).