



FERPA FOR FACULTY

Who does **FERPA** affect?

- ◇ Any currently enrolled student or returning student who has attended LSUA in the past.
- ◇ Prospective students are not guaranteed rights under FERPA

Office of the Registrar

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended is a U.S. Federal Law that governs the privacy of student education records, governs access to those records as well as disclosure of information from them. FERPA is also known as the Buckley Amendment.

What is Directory Information

Information contained in an education record of a student which would not generally be considered harmful or in violation of privacy rights if disclosed. LSUA defines the following as directory information **UNLESS** the student has placed a directory hold on their record:

Name	Weight/height of member
Address <i>(local & permanent)</i>	of athletic teams
Email Address	Previous school Attended
Telephone Number	Dates of attendance
Major Field of Study	Degrees/Awards Received
Dates of Attendance	Participation in Officially Recognized Activities/sports

Instructor's DO's

- ◇ **DO** know that all students at **LSUA** are covered, no matter their status (i.e. non-degree, transient, dual-enrolled)
- ◇ **DO** release a student's information to him/her when you have positively identify the student. Telephone and **non-LSUA** email are not reliable methods to make a positive I.D. of student. **LSUA** email is the official form of communication. Never give out grades!
- ◇ **DO** protect confidential information on computer screens and your desk. A good practice is to always log your computer when away from your desk
- ◇ **DO** post your grades on Moodle and Self-Service
- ◇ **DO** make sure grades are not visible when you return student work
- ◇ **DO** provide student information to school officials with a legitimate educational need to know. *Contact the Registrar's Office when you are uncertain how to respond*
- ◇ **DO** understand that directory information can be shared with third parties without student consent as long as the student does not have a FERPA confidentiality hold—Contact the Registrar's Office for clearance



Instructor's DONT's

- ◇ **DON'T** share directory information without a written release from students who have a FERPA restriction—*Check with Registrar's Office*
- ◇ **DON'T** email students any confidential information, including grades. This information can be released to the student in person or entered in Moodle but not to any other website is allowed
- ◇ **DON'T** release a student's class schedule to anyone. If there is an emergency, contact the Office of the Registrar, 473-6424
- ◇ **DON'T** share information about students with third parties, parents/guardians unless the student is present and gives consent. The student may also present a written request specifying what information you may share
- ◇ **DON'T** ask student in the class to hand back graded work to other students
- ◇ **DON'T** leave graded student work in a public space
- ◇ **DON'T** share or discuss education records with your colleagues or co-workers unless a legitimate educational need exists



WHEN IN DOUBT,
DON'T GIVE IT OUT

Questions, please contact:

Office of the Registrar

registrar@lsua.edu

318-473-6424

