

# Preparing to Serve: Online Training Modules



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***PREPARING TO SERVE: ONLINE TRAINING MODULES***  
**PROFESSIONALISM**  
**CULTURAL SENSITIVITY**  
**ETHICS**  
**INTRODUCTION TO TUTORING AND MENTORING**  
**MENTORING**  
**TUTORING**  
**PRE-COLLEGE KNOWLEDGE**  
**FERPA**

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# FERPA



## TRAINING MODULE

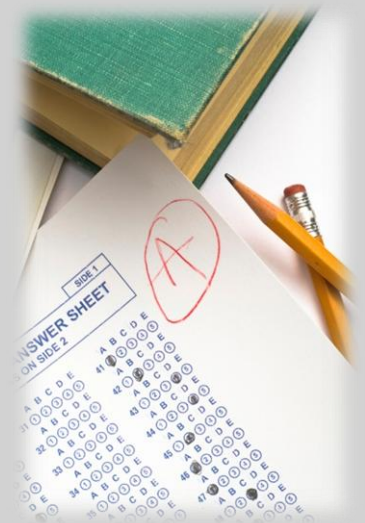
Alexander, M. and Massen, A. (2010). *FERPA Training Module*.  
[http://www.weber.edu/CommunityInvolvement/Mentoring\\_Tutoring.html](http://www.weber.edu/CommunityInvolvement/Mentoring_Tutoring.html)

# FERPA



This module will go over the Family Educational Rights and Privacy Act, or FERPA. Focus areas will include:

- FERPA overview.
- FERPA provisions.
- Exceptions to FERPA.
- FERPA amendments.
- Utah FERPA.



# Overview



FERPA, or the Family Educational Rights and Privacy Act, is an act that limits who can access student educational records.

\* FERPA applies to all educational institutions that receive federal funding.

# Overview



Congress passed FERPA into law in 1974 for two reasons:

1. To ensure parents had access to their students' education records.
  - \* When a student reaches the age of 18 their FERPA rights transfer from their parent (or guardian) to them.
2. To ensure that students' personal information is not disclosed without parent consent.

# Overview



Student educational records are records directly related to specific student information, which are kept by educational institutions, or agencies hired to keep them by educational institutions.

# Overview



Student records are records directly related to a student that have personally-identifiable information such as:

- Teacher and/or counselor evaluations
- Handwritten or typed information
- Biometric information
  - Film or video
  - Attendance
  - Psychological
  - Test scores
  - Health information
  - Application status

# Provisions



## Provisions of FERPA:

1. Access to Records
2. Limiting Access to Records
3. Amending and Destroying Records
4. Notifying Students About Grades
5. Discussing Students' Academic Performance
6. Writing Student Recommendation Letters





## Access to Records:

# Provisions

Parents have access to student:

- Report cards
- Disciplinary records
- Educational transcripts
- Contact information
- Class schedules



## Limiting Access to Records:

# Provisions

Schools must have parent permission before releasing student's information to any outsiders or insiders that are not on a need-to-know basis.



## Amending and Destroying Records:

# Provisions

- Parents may ask a school to amend student records that they feel are incorrect.
- The school has the right to decide to amend records when requested by parents. If the school does not amend a parent's request, that parent has the right to a hearing. If, after the hearing, the school still declines, the parent may insert a comment into their student's records stating their views about the information in question.



## Amending and Destroying Records:

# Provisions

Student records that are authorized to be used in research are required to be destroyed at the conclusion of the study.



## Notifying Students About Grades:

# Provisions

Schools **cannot** use student names, social security numbers, or I.D. numbers when publicly posting grades. The only way for a school to publicly post grades is by assigning each student a unique code for every class. Schools may also send grades by mail in a sealed envelope.



## Discussing Students' Academic Performance:

# Provisions

Students' academic performance is part of their educational records. It is a violation of FERPA to discuss a student's academic performance with anyone other than the student, or certain school officials (the principle or the student's teacher).



## Writing Student Recommendation Letters:

# Provisions

Recommendation letters written for a student **cannot** contain specific information from the student's educational record unless the recommender receives written permission from the student. If permission from the student is not obtained and still mentioned in the recommendation, the recommender will be violating FERPA law.

# Exceptions



Schools are allowed to release student information in some circumstances. Those circumstances are considered exceptions to FERPA. Such exceptions include:

1. Directory information
2. Emergency situations
3. Security personnel
4. Government Agencies





## Directory Information:

# Exceptions

Schools are allowed to publish directory information without parent consent. However, schools must give parents the opportunity to opt out of having such information released. Directory information could include:

- Student name
- Address
- Phone number
- E-mail
- Honors and awards
- Participation in clubs or sports
- Date and place of birth



## Emergency Situations:

# Exceptions

In the case of emergency, school officials can allow the appropriate persons access to student records in order to most affectively address the emergency situation.



## Security Personnel:

# Exceptions

If a school has in place security persons or officials employed by criminal justice agencies, FERPA **does not** apply to them.



## Government Agencies:

# Exceptions

In certain situations schools are allowed to comply with information requests from the U.S. Department of Homeland Security and the Immigration and Customs Enforcement Bureau.

\* NOTE: The Immigration and Naturalization Service (INS) is prohibited from looking over student records in regards to evidence of undocumented status unless given prior permission from a parent.

# Amendments



In January of 2009 amendments were made to FERPA regarding which state officials can access student records on college campuses. The amendments, or new rules, are intended to give schools:

- more flexibility when deciding who to give student records to in hopes of better identifying health and safety threats,
- the ability to disclose information about student sex offenders without consent,
- and, the ability to request that parents be listed as a person whom to disclose information to in the event of a health or safety emergency.



In 1994 Utah legislation added four additional protections to the national FERPA law. These additions are only accepted by the state of Utah and do not necessarily apply in other states.



# Utah FERPA

# Utah FERPA - Additions



- Public educators have a duty to protect the privacy of students, parents, and their families.
- Protections apply to all aspects of the curriculum and school activities.
- Protections apply regardless of the source of funding.
- Prohibited areas of inquiry about a student are expanded to include:
  - political views
  - mental or psychological problems
  - sexual orientation
  - religious affiliation

# Review Questions



Please go to the following website and complete the review questions for this module. You will need to pass this quiz with a 80% or higher score. If you score lower than that, please review this module and retake the quiz.

<https://chitester.weber.edu/test.cfm?testID=35907>

You will only be able to print your *Certificate of Completion* once you successfully pass the quiz for this module.

**NOTE:** If you are not a Weber State University student or employee, you can login and complete the quiz by creating a new account.