



MONTHLY FAST FERPA FACT - AUGUST 2006

Is it okay for me to release directory information to anyone?

Student educational records are considered confidential and may not be released without the written consent of the student.

Some information is considered public (sometimes called “Directory Information”), This info can be released without the student’s written permission. However, the student may opt to consider this info confidential as well. Directory Information is: name, addresses, e-mail address, telephone number, date, and place of birth, major in field of study, dates of attendance, degrees, honors and awards received, and participation in officially recognized activities and sports.

You have access to information only for legitimate use in completion of your responsibilities as a college employee. Need-to-know is the basic principle.

In the event that a student does not want even directory information to be released, users of the SIS database have access to a screen that informs them of nondisclosure. In the event that a student has requested Directory Information restriction, one cannot even confirm that the individual attends Ivy Tech. No address, phone number, or current enrollment status can be released. The directive of these students must be followed. The best response is to say, “I am sorry, I don’t have information on this individual” or refer the inquiry to the Office of the Registrar.

For those employees who do not have access to SIS to determine disclosure requirements, refer all inquiries to the Office of the Registrar.