



# MONTHLY FAST FERPA FACT FEBRUARY 2007

## Responding to Subpoenas, Law Enforcement Officers and Campus Police

You received a subpoena for student records or information either by mail or hand-delivered by an officer of the court or law enforcement agency. What do you do?

*Deliver the subpoena, regardless of content of request, to the Registrar immediately. Regardless of the legal request for a student's educational record, federal law requires that the College give the student the opportunity to quash the subpoena unless there is a threat of health or safety of the student or other individuals.*

The local campus police department has requested the schedule of a student. Do you comply?

*The College has defined that IU East Security has legitimate educational interest since we contract with them; however, the request to the local police department should be denied. They could subpoena the student's schedule or other requested non-directory information, even directing the institution not to notify the student if the subpoena was for a law enforcement purpose.*

It is human nature to want to assist law enforcement officials; however, the requirement to protect a student's educational record trumps an unauthorized request to provide non-directory information. To avoid potential disclosures that are not authorized by the student, refer all subpoenas and law enforcement inquiries to the Office of the Registrar.