



MONTHLY FAST FERPA FACT - NOVEMBER 2006

A COUPLE COMMON QUESTIONS FROM FACULTY:

“May I include a student’s GPA in a letter of recommendation that the student has asked me to write? What can I include and what can’t I include?”

Response - Only if the student provides written permission for the individual writing the letter of recommendation to release such information. A student release form can be obtained from the Office of the Registrar.

Without the student’s written permission, Ivy Tech does not practice in providing personal recommendations from faculty, administration and staff based upon personal observations (subjective and could impose liability to College). Student conduct records are considered non-directory information. The student’s academic transcript indicates the academic success level in each coursework based upon the grade received.

“A father has called me about his daughter’s performance and attendance in my class. What can I tell him?”

Response – Before releasing this information, you will need to confirm with the Office of the Registrar if the student has provided written permission to release this information or refer the parent to the Office of the Registrar.