



MONTHLY FAST FERPA FACT – OCTOBER 2006

WHAT CAN I DO TO PROTECT STUDENT RECORDS?

Take a look around your work area. What information do you have that may need to be handled in a secure way? Examples:

- Student registration forms
- Graded papers
- Class List/Roster
- Advising packets
- Student information displayed on your computer screen.

Be cautious talking about a student record in front of others that do not have legitimate educational interest.

Do not have the student verbally provide their social security number or other personally identifiable information where others who do not have legitimate educational interest can hear them.

Do not display student records in an office area during formal/informal meetings. Appropriately secure student records when left unattended.

Follow appropriate disposal procedures of student records. The Office of the Registrar can assist you with these procedures.

Do not email non-directory information. Use the filedrop for sending secured information.

Know who you are talking to when releasing directory and non-directory information.

If you would like to learn more about how to protect the student's right to privacy, please contact the Office of the Registrar.