



## Family Educational Rights and Privacy Act (FERPA)

### What is FERPA?

The Family Educational Rights and Privacy Act (FERPA), sometimes called the Buckley Amendment, protects a student's right to privacy concerning their academic records and information. FERPA grants four specific rights to the student:

- the right to see the education records that the institution is maintaining on the student
- the right to seek amendment to those records and in certain cases append a statement to the record
- the right to privacy with respect to disclosure of the education records
- the right to file a complaint with the **U.S. Department of Education Family Compliance Office**

### What is the Definition of a Student Education Record?

Just about any information related to the student and maintained by the university for use in the education process is considered a student education record, including:

- university identification number (SSN or other unique ID number);
- personal data;
- enrollment records;
- grades;
- class schedules;
- a document in the registrar's office relating to a student;
- a computer printout which contains information about a student;
- a class enrollment list;
- a computer display screen that shows student information or student work;
- notes about a student during an advisement session;

Items that would NOT be considered an education record include:

- personal observations
- lap drawer records or sole possession records
- medical records (unless they pertain to student attendance/performance)
- peer graded papers (until collected by the instructor)
- papers that students submit to Turnitin

### What information can I have access to?

FERPA allows the University to release information referred to as "Public/ Directory Information" without a student's permission. This type of information is generally considered not to be harmful or an invasion of privacy if released. Public Information includes, but is not limited to, name, address, telephone number, major, degree sought, awards, activities, dates of attendance and honors.

**Are there release forms that would give me access to grades and financial information?**

The Third Party Access Authorization form is available through your student's OneStart Self-Service account. Only students can authorize third party access and this access provides the parent or family member with their own username and password. Through this authorization, students can choose to provide access to holds on a record, grades, class schedule, financial aid information, personal contact information, and/or student tax records. Individual offices may also have forms for third parties to complete in order to gain access to information.

**Why can't I access my student's records?**

Though we recognize the important role of family members, we feel that, as part of the development process, it's important to communicate directly with the students instead of with family members. We encourage parents and family members to communicate with their students about their academic progress. Open communication will help ensure that you are included in the important decisions and situations your students will face in college.

**Will the University let me know if my student gets in any trouble related to drugs or alcohol?**

Institutions do have the right to disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

**Will I be notified if my student is hurt or in danger?**

Institutions do have the right to disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

**Where can I find out more information about FERPA?**

For more FERPA information about policies at IUPUI, visit the [IUPUI Registrar](#) or visit the [U.S. Department of Education](#).

The IUPUI Third Party Access Authorization form needed to grant parents and/or family members access to select information can be found [here](#).