



## Confidentiality of Student Information

Due to excessive lawsuits in educational institutions, the Family Education Rights and Privacy Act (FERPA) reminds us of our responsibility to not disclose or cause to be disclosed any sensitive information which is personally identifiable to a student (current or past). Below are some general guidelines that might be helpful.

DIRECTORY INFORMATION - The following information is considered “directory information” and therefore, open to the public unless the student has completed a Request to Prevent Disclosure Form in the Registrar’s Office:

- Student Name
- Date of Birth
- Diocesan Affiliation
- Class schedule (used with discretion)
- Major Field of Study
- Class Status
- Degree(s) Received
- Activities
- Local address and telephone number
- Photographic Images
- Permanent address and telephone number
- Full or part time enrollment status
- Dates of Attendance (current and past)
- Other Educational Institutions Attended
- Scholastic Honors and Awards Received

PAPERS AND GRADES - There are a few additional restrictions pertaining to the release of graded material:

- 1) A significant violation of the law if to simply leave papers in a box or on a table when returning written work to students. The students’ work in this case is open to anyone passing by who would like to look at it.
- 2) Grades are not to be posted by social security, ID number or any other method where it is possible to identify an individual’s. If some type of random number system is used, grades may be posted.
- 3) Grades should not be given out over the telephone, unless it is absolutely verifiable that it is the student calling.
- 4) A grade may not be given to one student on behalf of another, unless there is written consent asking that the grade be delivered via another student.

STUDENT INFORMATION STORAGE – Student information pertains to ALL identifiable student information, graded material, evaluations and assessments. Faculty should be aware that student information should be stored on the CSC server, as it has been designed to store and protect such data according to FERPA regulations. Personal accounts are outside the protection of CSC security measures and are therefore considered public. Student information should not be stored using services that are not FERPA compliant, such as Google docs, Yahoo, DropBox, etc.

### CORRESPONDENCE WITH STUDENTS –

- 1) Faculty should exclusively utilize CSC email to communicate with and about students internally and externally for the purpose of accomplishing duties and responsibilities of their position.
- 2) “Educational Records” are defined as any information recorded reflecting student academic status or progress, including, but not limited to: handwriting, print, computer media, video/audio tape, film, and microfilm. This includes email and text messages to a student or any other individual which contains information about a student’s academic progress in a course or within their academic program.
- 3) Students have the right to request access to ALL accounts (CSC or non-institution) used to correspond with or about student educational records during the discovery phase of a grievance procedure.

OUTSIDE REQUEST FOR GRADES – For all inquiries about grades or other non-directory information, there are only two ways in which information may be disclosed without violating the law.

- 1) The student must have signed consent statement giving permission for release of information. This consent should contain specifics as to what information can be released.
- 2) If the student is claimed as a dependent on the parent’s tax return for the immediately preceding year, the parents may have access to all information. However, this claim must be verified through information on file in the Financial Aid Office. Each case needs to be dealt with on an individual basis and careful consideration of the situation is necessary.

# When In Doubt, Don't Give It Out!

Please contact the Registrar’s Office with any questions, clarifications, or concerns.