

# FERPA



## FACULTY & STAFF DESK REFERENCE

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### **FERPA - Family Educational Rights and Privacy Act - WHAT ARE THE BASIC RULES?**

- Student education records are considered confidential and cannot be released without written consent of the student.
- As a faculty or staff member you have a responsibility to protect education records in your possession.
- Some information is considered Directory Information. Directory Information may be released without the student's written permission. However, a number of students choose to keep this information confidential.
- A student who chooses to keep Directory Information confidential is designated in AIS with a red "**DO NOT RELEASE**". This notation means we cannot even acknowledge that this individual is a student at CSU-Pueblo.
- You have access to information only for legitimate use in completion of your responsibilities as a CSU-Pueblo employee. "Need to know" is the basic principle.
- If you are ever in doubt, do not release any information until you talk to a Registrar's Office staff member (x2261).

### **Below is a list of what CSU-Pueblo considers Directory Information:**

- ✚ Student name
- ✚ Address
- ✚ Electronic Mail Address
- ✚ Telephone listing
- ✚ Photograph
- ✚ Date and place of birth
- ✚ Major field of study
- ✚ Grade level
- ✚ Enrollment status (i.e. undergraduate/graduate, full-time/part-time)
- ✚ Dates of attendance
- ✚ Participation in officially recognized activities and sports
- ✚ Weight and height of members of athletic teams
- ✚ Degrees, honors, and awards received
- ✚ The most recent educational agency or institution attended

For more information, visit the Registrar's Office website at <https://www.csupueblo.edu/registrar/ferpa.html> or call the Registrar's Office at 719.549.2261.