

Family Educational Rights and Privacy Act

What you need to know . . .



What is FERPA?

- The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records (20 U.S.C. § 1232g; 34 CFR Part 99) .

How do we define a student?

- CSU-Pueblo considers a person a student when he/she enrolls in courses at CSU-Pueblo.

Who is protected under FERPA?

- FERPA protects the education records of students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency. The education records of students who have applied to but have not attended an institution are not subject to FERPA guidelines, nor are deceased students.

What is an education record?

- With certain exceptions (noted below), an education record is any record (1) which contains information that is personally identifiable to a student, and (2) is maintained by the university.

What information is not considered part of an education record?

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel.
- Law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit.
- Records relating to individuals who are employed by the institution (unless contingent upon attendance).
- Records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment.
- Records of an institution that contain only information about an individual obtained after that person is no longer a student at that institution, i.e., alumni records.



What rights are given
under FERPA?

1. Students have the right to inspect and review their educational records within 45 days of the day the university receives a request for access.

Students should submit a written request to the Registrar's Office and identify the record(s) they wish to inspect. The staff will notify the student of the time and place where the records may be inspected. If the requested records are not maintained in the Registrar's Office, the student will be notified of the correct official to whom the request should be addressed.

2. The right to request an amendment to the student's education records that the student believes are inaccurate or misleading.

Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the Registrar's Office or the specific office involved with the record in question, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of the hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31)

- School officials with legitimate educational interest;
- To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs;
- Other schools to which a student is transferring;
- Appropriate parties in connection with financial aid to a student, including Veterans' benefits;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- Releasing directory information; and
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colorado State University - Pueblo to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

- The University is authorized to publish, and will publish directory information, collectively or individually, unless a student, by the end of the second week of classes, notifies the Registrar's Office, Administration Building, Room 202, in writing that their directory information should not be released without prior written consent.

What does Directory Information include?

- Student name
- Address
- Electronic Mail Address
- Photograph
- Telephone listing
- 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 if athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Potential graduation date

How does a student block their Directory Information?

- A student completes the [Request to Withhold/Release Directory Information](#) form in the Registrar's Office.

This form can also be found online at:

<https://www.csupueblo.edu/registrar/doc/forms/request-to-withhold-release-directory-information.pdf>

The form must be submitted to the Registrar's Office to be processed.

When a student officially requests that directory information be withheld, there will be a notation in the Administrative Information System (AIS) as shown on the next screen . . .

The notation shown here means a student has exercised their right to withhold directory information under FERPA.

The screenshot displays the CSU-Pueblo Administrative Information System (AIS) interface. At the top, the window title is "CSU-Pueblo Administrative Information System (AIS)". Below the title bar, there is a navigation menu with icons for "EXIT", "A", and a help icon. The main content area is divided into a header section and a sidebar. The header section contains fields for "PID Id: PID-09-1644", "Last:", "First:", and "M: L", along with a "Clear" button. Below these fields, the text "DO NOT RELEASE INFORMATION" is displayed in red, with a red arrow pointing to it. The sidebar on the left contains four menu items: "Demographic / Adrs" (with a flag icon), "Student Records" (with a graduation cap icon), "Finance" (with a building icon), and "Human Resources" (with a group of people icon). At the bottom of the sidebar, there is a "Change Password" button with a key icon. The bottom of the window has a status bar with the text "Enter individual information."

When the “**DO NOT RELEASE INFORMATION**” notation is present, you cannot release ANY information on that student to a third party. You cannot even acknowledge that the person is a student at CSU-Pueblo.

Release of Blocked Information

- A student who has elected to block their information can on a case-by-case basis ask us to release information to a designated third party by completing the [Student Consent for Release](#) form and submitting this form to the Registrar's Office. Once we have this form, we are able to release the requested information to the designated third party.

Educational Records are not Directory Information

- Educational records are NEVER to be released to a third party without the students signed, written consent. The Registrar's Office receives and processes all third party requests.
- Examples of educational records are transcripts, course grades, a student's schedule, a degree audit report, number of credits enrolled in, GPA, etc.

Summarized rights under FERPA

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- (2) The right to request amendment of the student's education records that the student believes is inaccurate.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education

For more information . . .

- Visit the FERPA page under the Registrar's Office on the Colorado State University-Pueblo website.
- Call the Registrar's Office with questions at (719)549-2261.
- Or visit the official FERPA website at:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>