



# FERPA



## Family Educational Rights and Privacy Act Frequently Asked Questions for Parents

### 1. What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (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 concerning alleged failures by Colorado State University - Pueblo to comply with the requirements of FERPA.

### 2. When is a student protected by FERPA?

When a student turns 18 years of age or attends a postsecondary institution, the student, and only the student, may access, seek to amend, and consent to disclosures of his or her education records.

### 3. What is directory information?

Student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, (e.g. undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletics teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

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 student privacy office (Registrar's Office, Administration Building, Room 202) in writing that their directory information should not be released.

### 4. What does it mean if my son/daughter blocks their directory information?

Students have the right to request that their directory information be withheld by filling out and submitting the appropriate paperwork to the Registrar's Office. The University from time to time publishes several bulletins, lists, brochures, catalogs, directories, yearbooks, annuals, guidebooks, news releases, sports information, honor rolls, commencement programs, etc., containing information which specifically identifies students and information about them. If a student blocks their directory information, they will be excluded from such publications.

### 5. As a parent, what am I allowed to access under FERPA?

You may only access directory information if your son/daughter has not elected to block it.

### 6. Can my son/daughter grant me access to their education records?

If your son/daughter chooses to grant you access to their educational records, they may do so by filling out and submitting a "Consent for Release" form to the Registrar's Office. This can be a one-time release or a permanent release. A student can also choose to reverse a permanent release by coming in to the Registrar's Office and filling out the appropriate paperwork.

### 7. For emergency purposes, how can I contact my son/daughter?

In an emergency, please contact the on-campus Pueblo County Sheriffs Office at (719) 549-2373 and they can assist in contacting your son/daughter.

### 8. Where do I call with questions about FERPA?

Please call the Colorado State University-Pueblo Registrar's Office at (719) 549-2261.