



# UNIVERSITY of WISCONSIN - EAU CLAIRE

## FERPA NOTICE: Faculty and Staff Take Responsibility for Student Record Confidentiality

The Family Educational Rights and Privacy Act of 1974 - commonly known as FERPA, the Privacy Act, or the Buckley Amendment is a federal law designed to protect the privacy of educational records. The primary rights protected under FERPA include:

- Students' rights to review and inspect their educational records;
- Students' rights to have their educational records amended or corrected;
- Students' rights to control disclosure of certain portions of their educational records.

*Check with Records and Registration before disclosing any student educational record information to third parties outside the institution.*

### FERPA Hold on Directory Information

Students have the right to restrict the release of some or all of their directory information from the public:

- Phone Number(s) *Only* – restricts release of all phone numbers
- Address(es) *Only* – restricts release of your physical address
- **All Academic and Biographical Information – restricts release of all directory information**

To do so, students must complete and file the "Student Directory Information Restrictions Request Form" available on the Records and Registration website.

Below is an example of a restricted record in CampS with a FERPA icon (window shade located on the right-hand side in the red circle). The FERPA icon indicates the student has some or all of their directory information restricted. When you click on the icon, it will provide you RELEASABLE information. You may only release information indicated, all other directory information is restricted. If no information is listed, this is your warning **NOT** to release any information, not even directory information. In this situation, you must indicate that there is no educational record for the student or that the student is not attending the university. Standard response in this situation, "we have no record of the student". ***This is critical; the safety of the student may be at risk.***

The FERPA icon is located in CampS in areas such as Advisor Center, grade roster, class roster, and Add/Update a Person.



### Advisee Student Center

Student A. Name



### Training

The Registrar offers FERPA training sessions for groups and/or departments interested in learning more about student privacy rights. Contact the Registrar to schedule a session.

### You play a critical role in the confidentiality of our students' educational records.

To ensure the confidentiality and access of student education records, please review the [Student Privacy Rights and Responsibilities – "A Guide for Faculty & Staff"](#) brochure.