

F.E.R.P.A.

Are you following the guidelines?



What does F.E.R.P.A. mean?

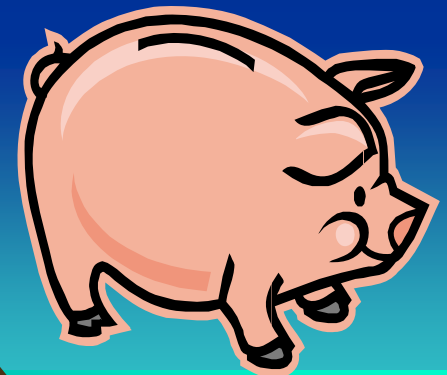
- **F**ederal
- **E**ducational
- **R**ights and
- **P**rivacy
- **A**ct



Federal Guidelines

- All the rights and protections given to students under FERPA belong to the student. However, information in student records may be provided to parents/legal guardians without the written consent of the student if the eligible student is a financial dependent of his or her parents/legal guardians as defined under Section 152 of the Internal Revenue Code of 1954.

- Information provided from <https://www.tamu.edu/registrar>



Texas A&M University's Policy

- Under provisions of the Family Educational Rights and Privacy Act (FERPA), students enrolled in post-secondary educational institutions are deemed to “own” their educational records. Institutions may, but are not required to, grant access to certain non-directory information in a student's educational record if the student is carried as a dependent on the parent's/guardian's federal income tax return. Under no circumstances will non-directory information be released to a parent or guardian unless a *Certification of Dependency Form* is completed and signed by both the parent (s) and the student and is submitted to the Office of the Registrar, Records Section, in Suite 150 of the Metro Centre, 3833 S. Texas Avenue, Bryan.

- Information provided from <https://www.tamu.edu/registrar>



Directory Information

- Under the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), the following directory information may be made public unless the student desires to withhold any or all of this information.
- The student's name, local address, permanent address, e-mail address, local telephone number, place of birth, dates of attendance, major, classification, enrollment status (undergraduate or graduate, full-time or part-time), academic standing (eligible to register), rank in class, previous institution (s) attended, degree (s) awarded, academic honors/awards, student employment information (job title, mail stop, office telephone number), varsity sports participation, weight/height of athletes, parking permit information, photograph (digitized image), color of hair/eyes, Association of Former Students Directory; also parent's name, address and telephone number. If in doubt, you can look on SIMS, screen 11.
- Information provided from <https://www.tamu.edu/registrar>



What is an “educational record”

- Currently enrolled students wishing to withhold any or all of the directory information items may do so by:
- Go to <https://myrecord.tamu.edu>, click on Hold Directory Information and submitting a completed form. Print the [Hold the Directory Information](#) form, complete and bring it to the Office of the Registrar, Metro Centre, 3833 S. Texas Avenue, Suite 150, Bryan, Texas or mail it to the Office of the Registrar, P.O. Box 30018, College Station, TX 77842-3018. Visit the Office of the Registrar, Metro Centre, 3833 S. Texas Avenue, Suite 150, Bryan, Texas to complete and sign the Hold Directory Information form..
- Information may be restricted at any time by using [myrecord](#). The Office of the Registrar is open Monday-Friday, 8 a.m.-5 p.m. excluding holidays.
- Information provided from <https://www.tamu.edu/registrar>



How to check for FERPA when a student calls

- When you receive a phone call from a person stating to be the student and wanting information, (if you have access) you will need to ask the student for their ID number then check SIMS to verify the student's full name, date of birth and place of birth. This information can be found on screen 7 in SIMS.



How to check FERPA for a Parent call

- If a person calls in claiming to be the parent, you will need to request the student's ID number, check SIMS, screen 8 for a guardian flag (y) and name. If the person calling matches the information on SIMS, request the student's full name, date of birth, and place of birth. Now you may give them information.
- If the person calling in does not match the criteria given above, you will need to refer them to www.tamu.edu/registrar , FERPA policy and have them follow the directions for the certification of dependency form.



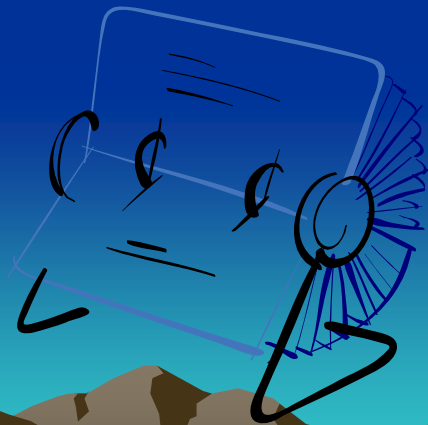
Be Aware

- Be Careful-People do call representing themselves as the student to get information. Listen to your gut feeling.
- Currently the information listed under directory information is being reviewed to determine if we really need to be releasing some this information.



How does this limit us as a consumer?

- Does this mean you can only speak with the parents? What about a spouse?
- How many of us conduct business on behalf of their spouse on a daily basis?



Questions

- Thank you for your time and attention
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