Students wishing to restrict access to some or all public information in their education record must file a Restrict Student Directory Information Request form available on the Office of the Registrar Web site: www.utsa.edu/registrar/forms.html.

The University may disclose research papers and theses authored by the student to interested members of the public.

Private Records...
The following categories of information are considered private, or protected, by UTSA:
- Social Security Number
- UTSA student ID Number
- Residency status
- Marital status
- Married name or previous name
- Parents' name and address
- Transfer credits
- Courses completed
- Grades
- Grade point average
- Rank in class
- Current class schedule
- Advisor's name
- Academic status
- Current disciplinary actions.

Private records may be released only to the following parties:
- Individual students
- Dean's Office
- University academic departments
- Appropriate school officials who have legitimate educational interests ("school official" means a person either: (1) employed by UTSA in an administrative, supervisory, academic, research, or support staff position, (2) serving on a UTSA governing body, (3) under contract to UTSA to perform a special task or service, or (4) who is a student serving in an official capacity for UTSA).

Prior Written Consent
The University must obtain prior written consent from students before disclosing any personally identifiable information from their education records.

The prior written consent must:
- Specify the records to be released
- State the purpose of the disclosure
- Identify the party(ies) to whom disclosure may be made
- Be signed and dated by the student.
FERPA Tips

Grades
- Grades may not be released to any third parties or parents without prior written consent from the student
- Grades may not be posted by a full or partial Social Security Number, Banner ID, name or other means that may inadvertently identify the student
- DO NOT send grades via e-mail as there is no guarantee of confidentiality with electronic transmission
- Use official grade delivery methods; ASAP and WebCT.

Records
- DO NOT leave student information out on your desk or open on your computer
- DO NOT circulate a printed class roster with names and Banner IDs
- DO NOT discuss student concerns with anyone but the student
- DO NOT release any student record information to a third party or parent without checking with the Office of the Registrar or your Dean’s office.

Letters of Recommendation
Statements made from personal observation or knowledge do not require a written release from the student. However, if personally identifiable information obtained from a student’s education record is included in a letter of recommendation (e.g., grades, GPA, etc.), you are required to obtain a signed release from the student.

Possible Penalties for Violation
The Family Policy Compliance Office of the U.S. Department of Education reviews and investigates complaints of violations of FERPA. Violations may result in sanctions as severe as the withholding of federal funding, including grants and financial aid.

For questions concerning FERPA, contact the UTSA Office of the Registrar
Multidisciplinary Studies Building 2.02.24
Phone: (210) 458-8000 or 1-800-669-0919 (toll free)
Email: registrar@utsa.edu
Web site: www.utsa.edu/registrar/