What is FERPA?

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Transcript:
I am sure that you are wondering what is FERPA and how does it apply to me. Well FERPA or the Family Educational Rights and Privacy Act of 1974 is a federal law that protects the privacy of student records. FERPA applies to any school that receives funds under any program from the US Department of Education. This includes you. So what exactly does FERPA consider a student record? This is any score, grade, or GPA assigned to a student during the course of the semester. According to FERPA it is your responsibility to protect the confidentiality of student grades and records in your possession. This means that all virtual and physical student records should be locked up and unable to be accessed by anyone other than that particular student. You’re not even allowed to discuss student progress with parents. And when you do post grades make sure to do this in a confidential manner by use of Blackboard or ASAP, not email. So what can happen to you if found in violation of FERPA? You could have federal funding withheld or even be held accountable through civil litigation. So to wrap things up, according to FERPA, it is your responsibility to make sure that virtual and physical student information is locked up and that when students access their grades, they can only view their personal information.
FERPA Do’s & Don’ts

- **Do**
  - Lock the computer before leaving
  - Lock up exams before leaving
  - Post grades to Blackboard or ASAP
  - Pass around an attendance sheet where students sign next to their name
  - Share student information with University employees

- **Don’t**
  - Leave graded exams out in the open
  - Send grades by email
  - Post grades by banner or ID
  - Inform students about their grades over the phone
  - Pass around an attendance sheet that also includes student grades or Banner IDs
  - Discuss student grades or information with other students, other instructors, or their parents

The University of Texas at San Antonio
UTSA Teaching & Learning Services
Resources:

FERPA for Faculty & Staff
Student Rights Under FERPA
FERPA for Students & Parents
FERPA According to the US Department of Education
FERPA Online Module