

## The Privacy of Student Information

Any record that directly identifies a UCLA student and is maintained by a UCLA department is considered an education record. Access to and the disclosure of information from education records is regulated by the federal Family Educational Rights and Privacy Act, otherwise known as FERPA. Passed in 1974, with subsequent updates and amendments, FERPA guarantees three primary rights to students of post secondary institutions, regardless of the student's age. These rights are:

- \* The right to inspect and review education records within 45 days of the day the institution receives a request for access.
- \* The right to seek an amendment to their education records if the student believes them to be inaccurate or misleading.
- \* The right to have some control over the disclosure of information from those educational records.

FERPA specifies that education official-employees and agents of the institution-with a legitimate need to know may have access to education records. The release or disclosure of student information generally requires the signed written consent of the student.

An educational record is any record (with a few exceptions) from which a student can be personally identified and is maintained by the university. This includes any records in whatever medium (handwritten, print, film, electronic, etc) that is in the possession of any school official.

Pursuant to FERPA, the California Education Code, and the "University of California Policies Applying to the Disclosure information from Student Records" (220.1), students may restrict the disclosure of any or all personally identifiable information from their education records.

According to FERPA, Directory, or Public Information is personally identifiable information that may be disclosed without the authorization of the student. Unless restricted by the student UCLA defines Public Information as:

- \* Name
- \* Address (mailing/permanent/billing and/or email)
- \* Telephone numbers (mailing/permanent/billing)
- \* Dates of attendance
- \* Number of units in which the student is enrolled
- \* Major field of study (minors, concentrations, specializations)
- \* Degrees or honors received
- \* Most recent previous educational institution attended

A student may restrict the disclosure of Public Information by two methods.

The first is by requesting a FERPA restriction through the Registrar's Office. This will restrict ALL Public Information. If you access the record in the Student Records System you may first get a screen that says "WARNING ---FERPA RESTRICTION. You must state "**We have no information on this person.**" You cannot say student because that implies they are, or were, a student of the University. There are indicators on all student records screens that there is a FERPA on a student's record. In order to release the restriction, the student has to submit a written request with their signature that the FERPA be removed.

The second method of restricting Public Information is through URSA online. This allows the students to select what parts of Public Information they want restricted. They can restrict some or all of their address information. The only indication that this information is restricted is by accessing the Shared Address Screen (SAD) in the Student Information Systems. There will be a notation that says "DO NOT RELEASE ADDRESS/PHONE or EMAIL" for each area that is restricted.

They can also put on a "NO PUBLIC INFORMATION" restriction which is similar to a FERPA. When you access the record you may first get a screen that says "WARNING – NO PUBLIC INFORMATION RESTRICTION. You must state "**The information on the person is not available to the public.**"(Note the difference in the phrase you use with this restriction.)

There are some instances when the student permission is not needed to disclose information.

- \* School official who have a legitimate educational interest
- \* Federal, state and local authorities involving an audit or evaluation of compliance with educational interest
- \* In connection with financial aid
- \* To organizations conducting studies for or on behalf of educational institutions
- \* To accrediting organizations
- \* To comply with a judicial order or subpoena
- \* In a health or safety emergency
- \* Releasing directory information
- \* Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence

FERPA Tutorial and Quiz can be found at [www.registrar.ucla.edu/ferpaquiz](http://www.registrar.ucla.edu/ferpaquiz). If you have any questions, contact Brenda Moore. [bmoore@registrar.ucla.edu](mailto:bmoore@registrar.ucla.edu) or Valerie Romero [vromero@registrar.ucla.edu](mailto:vromero@registrar.ucla.edu)

FERPA and Financial Aid: <http://www.finaid.org/educators/ferpa.phtml>