

## FERPA QUICK TIPS

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- ✓ Student education records are considered confidential and may not be released to third parties (including parents) without the written consent of the student or unless an exception allows for the release.
- ✓ As a faculty or staff member you have a responsibility to protect education records in your possession. It's the right thing to do. Our students depend on us to keep their academic information confidential.
- ✓ You have access to information only for legitimate use in completion of your responsibilities as a college employee. Legitimate educational "need to know" is the basic principle.
- ✓ Do not display (including via email) student scores or grades publicly in association with names, student ID numbers (even the last 4 digits of the SSN) or other personal identifiers.
- ✓ Do not put papers or lab reports containing student names and grades in publicly accessible places. Students should not have access to the scores and grades of others in the class.
- ✓ Do not share student education record information, including grades or grade point averages, with other faculty or staff members of the College unless their official responsibilities identify their "legitimate educational interest" in that information for that student.
- ✓ Do not share by phone or correspondence information from student education records, including grades or grade point averages, with parents or others outside the institution, including letters of recommendation, without written permission of the student or unless an exception allows for such release.
- ✓ Do not circulate a printed class list with the students' names and CWIDs or SSNs as an attendance sheet.
- ✓ When in doubt, assume that the item, if it relates to a student, is an education record and seek further assistance from the Office of the Registrar or the Office of Legal Affairs.

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