

# FERPA and Directory Information for Advisors

## Overview




Faculty, staff, university assistants, and student workers employed in a position with advising responsibilities requiring access to student academic and advising records are required to comply with student's right to privacy and protection of their records and be familiar with the Family Education Rights and Privacy Act (FERPA) and the Directory information policy. These policies and training will also outline the procedure for releasing academic record information with student consent.

## FERPA Training

#1 Review the [Family Educational Rights and Privacy Act \(FERPA\)](#) that explains the rights of the student to education record review and privacy.

#2 Review the [Directory Information Policy](#) that explains what information can be shared about a student as directory information, unless a student has marked their record confidential. If a student has marked their record confidential, it is noted on your advisee list and on the advisee student profile:

Advising • [Advisee Search](#) • Advisee Listing

Fall 2022						
	Name and ID	Program	Concentration	Minor	Catalog Term	Student Status
	<a href="#">Demmi Aca. 70321316</a> <a href="#">View Profile</a>	 BS-Business Administration	Management	Philosophy	Fall 2022	Active
	<a href="#">zzzTest Student, 70392343</a> <a href="#">View Profile</a>	MSW-Social Work			Fall 2022	Active

# Southern

Student • Student Profile

Term: Spring 2023 Current term Overall Hours: 0 Overall GPA: 0.00



**CONFIDENTIAL**

**Bio Information**

Email: [acad1@southernct.edu](mailto:acad1@southernct.edu)  
Phone: 203 3927278  
Date of Birth: 02/23  
Emergency Contact: Not Provided  
Emergency Phone: Not Provided

**General Information**

Class: Freshman (0 to 29.5 credits)  
Status: Active  
Student Type: Readmit  
Residency: Part-Time In-State  
First Term Attended: Spring 2005  
Last Term Attended: Spring 2022  
Leave of Absence: Not Provided

**Graduation Information**

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#3 Review the [Authorization to Release Records](#) procedure that outlines how to verify a student has filed a release of records prior to releasing any information. If you do not have Banner Admin access otherwise, you may obtain this information from your department chairperson, director, or the dean's office.

#4 Complete the self-paced FERPA and Academic Advising and Front-Line Staff lessons below, in addition, to any other training that may be appropriate to any additional roles you hold at Southern. There is a short quiz with pdf at the end that may be turned in for your department's personnel file to show successful completion. The password is ferpa (all lowercase).

- [FERPA and Academic Advising](#)
- [FERPA and Front-Line Staff](#)
- [FERPA and Faculty](#)
- [FERPA and Athletics](#)
- [FERPA and Campus Safety & Security](#)
- [FERPA vs HIPAA](#)