

FERPA and Directory Information for Faculty



Overview

All part-time and full-time faculty 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 faculty class roster:

Class List		Wait List							
Summary Class List									
<input type="checkbox"/>		Student Name	ID	Registration Status	Level	Credit Hours	Midterm		
<input type="checkbox"/>		Aca Demmi CONFIDENTIAL	70321316	Registered	Undergraduate	3	Enter Grade		
<input type="checkbox"/>		Student zzzTest	70392343	Registered	Undergraduate	3	A		

#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. Generally, faculty do not have access to Banner Admin to look this up directly, unless they are also an advisor or serving in another staff capacity at the institution but may obtain this information from their department or dean's office.

#4 Complete the self-paced FERPA and Faculty lesson 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 Faculty](#)
- [FERPA and Front-Line Staff](#)

FERPA and Directory Information for Faculty

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