

# FERPA and Directory Information for Staff

## Overview

Staff 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 and/or financial 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 both in Banner Advisee Profile and Banner Admin as shown below:

The screenshot displays a Banner Student Profile for Southern Connecticut State University. The profile includes a photo of a blue owl mascot with a 'CONFIDENTIAL' label. The 'Bio Information' section lists contact details, and the 'General Information' section shows the student is a Freshman. A yellow warning banner at the bottom states: 'Warning: Information about this person is confidential.' The navigation bar at the top includes 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a notification count of '1'.

Southern	
Student • Student Profile	
Term: Spring 2023 Current term	Overall Hours: 0 Overall GPA: 0.00
 CONFIDENTIAL	<b>Bio Information</b> Email: <a href="mailto:acad1@southernct.edu">acad1@southernct.edu</a> Phone: 203 3927278 Date of Birth: 02/23 Emergency Contact: Not Provided Emergency Phone: Not Provided
	<b>General Information</b> 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
	<b>Graduation Information</b>

Navigation: ADD RETRIEVE RELATED TOOLS 1

Warning: Information about this person is confidential. OK

## FERPA and Directory Information for Staff

**×** **Southern** General Person Identification SPAIDEN 9.3.25E (PROD)

ID: Demmi, Aca **Confidential**

**Current Identification** **Alternate Identification** **Address** **Telephone** **Biographical** **E-mail**

**▼ BIOGRAPHICAL INFORMATION**

Legal Sex  Male  Female  Not Available

Gender Designation  ... agender

Personal Pronoun  ... They / Them / Their

Birth Date

Age 52

SSN/SIN/TIN

Confidential

Deceased

#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.

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