

## FERPA GUIDELINES FOR FACULT & STAFF MEMBERS

FERPA DO'S	FERPA DO NOTS
<b>DO</b> check the student's record in PeopleSoft or the Admissions & Records department to see if the student has requested nondisclosure before releasing information about the student	<b>DO NOT</b> release information to others when in doubt. Consult with the Admissions & Records department.
<b>DO</b> refer requests for information from the education record of a student to the proper educational record custodian (academic, financial, medical and placement)	<b>DO NOT</b> request information from the education record custodian, or access a student's record on PeopleSoft unless you have a legitimate educational interest with respect to that student and that record.
<b>DO</b> follow the confidentiality principles of FERPA by not sharing education records information with your colleagues or co-workers unless a legitimate educational interest exists.	<b>DO NOT</b> display student scores or grades publicly in association with names, social security numbers or other personally identifiable information such as CLC ID. If scores or grades are posted, use only a coding method agreed upon mutually by the entire class, which does not include personally identifiable information. The list should be randomly generated, i.e., displayed in such a way that it not appear in alphabetical order by student name.
<b>DO</b> keep only those individual student records necessary for the fulfillment of your teaching or advising responsibilities. Private notes of a professor/staff member concerning a student and intended for a professor's/staff member's own use are not part of the student's educational record.	<b>DO NOT</b> provide non-directory information to third parties such as parents, prospective employers, associations, honorary organizations, etc. Without the student's written consent.
<b>DO</b> keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person, except a substitute.	<b>DO NOT</b> provide copies to students of their transcripts from other institutions. If you release copies of transcripts, you are acting as a third party testifying as to the accuracy of the information on the transcript.
<b>DO</b> understand that only the appropriate education record custodian may release information about a student's educational record to a third party outside the College.	<b>DO NOT</b> share non-directory information from a student's education records, such as grades or class schedules, with parents. Refer the parents to the Admissions & Records department.
<b>DO</b> direct all student information requests in the case of an emergency to the Office of Student Development during regular office hours or Campus Safety after hours.	
<b>DO</b> refer all judicial orders, subpoenas or other written requests for access to information or data subject to the Freedom of Information Act immediately to the Admissions & Records department.	