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Office of the Registrar  
Lincoln Hall, Room 101  
484-365-8087

# FERPA Training

- Welcome to the FERPA training for Faculty and Staff.

**Mission:** Lincoln University, the nation's first degree-granting Historically Black College & University (HBCU), educates and empowers students to lead their communities and change the world.



# What is FERPA?

- The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law governing the privacy of education records.
- It grants specific rights to students and sets restrictions on how schools may handle education records. FERPA requires that schools obtain written permission from students before releasing education records.
- In certain well-defined circumstances, some information may be released without written permission from the student.



# FERPA Rights

- FERPA gives each student the following rights:
- The right to inspect and review the education records the school is keeping on the student.
- The right to request a correction to those records.
- The right to control the disclosure of certain aspects of the student's education record.
- The right to file a complaint with the U.S. Department of Education.



# What is an Education Record?

- **As defined by FERPA, an education record is:**
- Information about a student that is **maintained by the University** as part of the educational process.
- **The contents of an education record include files, documents, and materials in any medium, including:**
  - emails
  - computer files
  - computer screen
  - printouts
  - tapes
  - disks
  - film
  - microfilm/microfiche



# What is NOT Education Record?

- Private notes of an individual faculty or staff member ("sole possession" records)
- Campus police records
- Medical records
- Aggregate (statistical) data that contains no personally identifiable information about any student.



# Directory Information

- **FERPA allows colleges and universities to classify part of the education record as "directory" information.**
- Schools may disclose directory information without the written consent of the student.



# Lincoln's Directory Information

- Student's name
- Address
- Telephone listing
- Photograph
- Electronic mail address
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended



# Exclusion of Directory Information

- **Students have the right to request that directory information about them not be disclosed.**
- To make this request, a student must complete the “Non-Disclosure of Directory Information” form and submit it to the Office of the Registrar.
- If a student has requested exclusion of directory information, the University will respond to inquiries as follows:
- **"We have no information to release on that individual. Please contact the person directly."**





# Exclusion of Directory Information

- If exclusion of directory information is requested it remains in effect for one academic year.
- In carrying out your responsibilities at the University, you may use excluded directory information only as necessary to meet the direct educational needs of the student. For example, the student's name and address may be used in a mailing to inform the student of registration deadlines.
- Do not reveal excluded directory information to **anyone** who does not need it to complete official University duties directly related to the student's educational needs. This restriction applies to all forms of communication, both written and verbal.



# School Officials

- A person employed by Lincoln University in an administrative, supervisory, academic, research or support staff position.
- A person acting in Lincoln University 's behalf or as its agent, such as an attorney or an auditor.



# Legitimate Educational Interest

- Performs a task specified in position description or contract agreement.
- Acts in the student's educational interest, with directly identifiable educational relationship with the student involved, for an educationally related purpose.



# Disclosure of Education Records

- Other than directory information, Lincoln University will not disclose information without the written consent of the student.
- Exceptions:
  - School officials with legitimate educational interest.
  - Other specified exceptions such as judicial orders, studies for and on behalf of Lincoln University, and health and safety emergencies.



# Phone requests

- Lincoln University faculty/staff should not release non-directory information via the telephone.



# Release of information to relatives, significant others

- Lincoln University will not release personally identifiable information to students' relatives or significant others without written permission from the student.
- Although directory information may be released, Lincoln University doesn't have a practice of releasing directory to external entities.



# Discussing Students

- Share information on an educational need-to-know basis only.
- Refrain from sharing anecdotal information regarding individual students in public meetings.



# Security of Records

- Keep any student records in a secure environment when not present.
- Do not leave files, notes, etc. on tables, desks, counters or in other areas open to the public.
- Secure computer screens.





# Summary

- FERPA is designed to protect the privacy of student records.
- Lincoln University employees who have access to student records are legally responsible for:
  - Knowledge of FERPA
  - Protecting students' rights under FERPA
  - IF IN DOUBT DON'T GIVE IT OUT



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# Congratulations!

- You have completed FERPA training.



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