

FERPA—Family Rights & Privacy Act

FERPA gives students the right to have control over the disclosure of information from their educational records. This covers all university students, even those under 18 years of age.

You may get requests from parents, other faculty members, staff members, or advisors who want to discuss a student's progress in class or the student's grades, but what can you legally discuss?

- It **IS permissible** to discuss the student with members of the educational community who have a "legitimate educational interest" in the student.
- It **IS NOT permissible** to discuss the student (or the student's grades or progress in your class) with the student's parents or with others outside of the University unless you have written permission from the student. **This includes letters of recommendation.**

You may discuss requirements in general, such as telling a parent what your requirements are for attendance, grading, submission of term papers, the final exam, etc., without a FERPA release.

Where can you verify permission?

If a student has granted permission for University faculty and staff to release information, his/her record in Banner will indicate this. **SZAUSER** is the form on Banner that will show you to whom you may release information. (You may have to ask the department administrative assistant to look this up for you.)

Click on the Parent/Guest Access tab to find permission for up to 2 authorized persons. If no one is listed, no one has permission. If there are authorized persons listed, review the 5-6 boxes in the next block to determine what type of information may be released, indicated by a Y for yes or a N for no: Academic Records, Conduct Records, Student Accounts, Housing Records, Financial Aid, Varsity Athletics, and Office of Disability Services. If there is a "Y" next to Academic Records, you may share academic progress.

A few students have marked their records as CONFIDENTIAL. This flag will appear at the very top of any Banner form. This CONFIDENTIAL flag means you cannot disclose even directory information and should not disclose that the student is at the University at all. Your best answer to this request would be, "I have no information to give you."



<http://www.cas.appstate.edu/students/undergraduate-academic-services>



Checking for Holds

Students should check for holds which may prevent registration by using the "Check Your Registration Status" link in AppalNET. Registration holds must be resolved with the appropriate office listed before they are allowed to register.