

BASIC FERPA RULES FOR UWW SCHOOL OFFICIALS - FACULTY, STAFF, & STUDENT WORKERS

- FERPA recognizes a person enrolled at UWW to have certain rights, regardless of that person's age. Those rights include access to his/her records and an obligation on the part of UWW school officials (i.e., faculty, staff, student workers, field supervisors, etc.) to maintain confidentiality about the records.
- A parent or guardian does NOT have a legal right to his/her child's education records, even if that child is a minor.
- UWW school officials are deemed to have a legal, legitimate educational interest and therefore have access to student education records for the sole purpose of performing their jobs professionally and responsibly.
- UWW school officials must protect the privacy of education records and not disclose personally identifiable information about a student or permit inspection of the student's records without his or her written consent (an Authorization For Release of Records consent form is available at <http://www.uww.edu/registrar/ferpa.php>). The student's written signed consent must contain three elements:
 - (1) Specify the records to be released
Examples: grades; notes based on observations; general assessment of performance of student in a class or in a field-based experience
 - (2) Identify the party or class of parties to whom the records should be released
Examples: prospective employer, non-UW-Whitewater school official, scholarship committee member
 - (3) Indicate the reason for the release
Examples: as part of an application for employment, admission into a graduate program, application for a scholarship or grant

Note: A letter of reference written on behalf of a student by a cooperating teacher, supervisor, or other person does NOT provide that person with the authorization to disclose educational records or to discuss the student's performance even if the letter welcomes telephone calls or other inquiries about the student.

- Student directory information, if not restricted, may be released to a non-UWW party without the written consent of the student. Directory information items are:
 - Name, address, email address, and telephone number;
 - Dates of attendance (including term units carried and full-time/part-time status);
 - Classification (e.g. sophomore, senior, graduate student);
 - Major/minor/degree program;
 - Degrees conferred (including dates/anticipated dates);
 - Previous institution(s) attended;
 - Awards and academic honors;
 - Participation in officially recognized sports and activities;
 - Physical factors (weight and height) of members of athletic teams.

UWW school officials must verify that a student's directory information is not restricted before releasing it. Students who have restricted their directory information will have a window-shade icon in WINS.

- Official transcripts of student academic records may be released only through the Registrar's Office.
- Posting education records (e.g., grades) using any portion of the student's name, student ID# or social security number violates FERPA.
- In an emergency situation, a student may be reached through the Office of Student Life (UC, room 245, x1533).
- Questions regarding FERPA should be directed to the Registrar's Office (Roseman, room 2032, x1570).