

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 (Authorization For Release of Records consent form is available at <http://www.uww.edu/registrar/ferpa>). 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 to UWW employees, cooperating teachers, and supervisors regarding letters of reference: unless you have the student's written signed consent, a letter of reference written on behalf of a student does NOT provide you the authorization to disclose the student's educational records or to discuss his/her 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 (excluding cell);
 - 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 Dean of Students Office (Hyer 200, x1533).

Questions regarding FERPA should be directed to the UW-Whitewater Registrar's Office in Roseman 2032, registrar@uww.edu or 262-472-1570.