



TO: The University Community

FROM: Alice A. Medenwald
Registrar

DATE: October 2009

RE: Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records. The act provides students the right to inspect and review educational records, the right to seek and amend those records, and the right to limit disclosure of information from the records. Listed below are some suggestions to safeguard student information.

- ⇒ Always see photo identification before discussing a student's record with the student (unless you know the student personally);
- ⇒ Dispose of student records by shredding them;
- ⇒ Do not leave exams, term papers or other assignments in a public location for students to pick up;
- ⇒ Do not give students lists or reports (such as a class list) that include other students' names, social security numbers or NEIU identification numbers;
- ⇒ Posting grades in a public area using a student's name, NEIU identification number, social security number or part of the SSN is not permitted;
- ⇒ Only share information regarding students with employees who have a legitimate educational need to know;
- ⇒ Do not discuss a student's academic work or financial aid with a parent;
- ⇒ Only use a student's Northeastern e-mail address when discussing confidential issues, such as grades.

Requests for student information from people other than the student or staff in your department must be referred to the Records Office. When in doubt, do not release the information.

For more information, you may refer to the "Release of Information Pertaining to Students" in the University Catalog.

I hope that this information is helpful to you. Northeastern Illinois University can be subject to penalties for violations of FERPA. If you have any questions, please do not hesitate to contact me. If you need FERPA training, please call me at extension 4029.