FERPA REGULATIONS CHEAT SHEET

WHEN IN DOUBT DO NOT SHARE

- DO NOT save student information on unprotected drives or disks.
- DO NOT leave work area unsecured.
- DO NOT leave documents with sensitive information lying around in plain sight.
- DO NOT share your password.
- DO NOT allow a student's grade to be exposed to any student other than to whom they belong.
- DO NOT leave documents with sensitive information lying about in plain sight.
- DO NOT release a student's schedule.
- DO NOT release copies of transcripts from another institution.
- DO NOT access student information unless there is a specific and legitimate educational and work related interest.
- ONLY access information specific to your duties.
- DO NOT share protected student information with coworkers unless necessary.
- BE AWARE of all privacy warnings displayed in myCSU.
- BE AWARE of publicly visible computer screens and documents.
- ALWAYS lock computers and/or office when leaving your workspace, even if only for a moment.
- ALWAYS confirm the identity of the student using either a photo ID or their myCSU picture before releasing protected information.
- ONLY the student may consent to the release of their protected information to a third party outside of the university.
- ONLY access information specific to your duties.
- REFER SUBPOENAS AND OPEN RECORDS REQUESTS to the Office of Legal Affairs.

INFORMATION THAT MAY BE SHARED (i.e. directory information)
*Unless student has active Directory Information Non-Disclosure Form

- Name
- Current Enrollment Status
- Major or Field of Study
- Degrees Earned
- Email Addresses

- Photograph
- Deans/President List
- Previous Dates of Attendance
- Participation in Officially Recognized Activities and Sports

https://www.columbusstate.edu/registrar/ferpa.php
https://www.columbusstate.edu/legal-affairs/ferpa.php