

# FERPA and Your Privacy

**What is FERPA? To whom does it apply?** The

the request. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the custodian of records. The registrar is the official custodian of records at the University.

**Is there some way that I can block my information?** A currently-enrolled student may restrict access to their directory information, or may remove their information from public directories. Students who wish to restrict the release of directory information should complete a \_\_\_\_\_ . The complet at [registrar@una.edu](mailto:registrar@una.edu)

Students who wish to restrict directory information should realize that their names will not appear in the commencement program and other university publications. Also, employers, loan agencies, scholarship committees, etc. will be denied

Requests for confidentiality are permanent until the student requests the restriction be removed. Request should be submitted [registrar@una.edu](mailto:registrar@una.edu).

**What is directory information?**  
education record th

To parents in cases of drug or alcohol violation when the student is under the age of 21

To the provider or creator of a record to verify the validity of that record (e.g. in cases of suspected fraud)

To organizations conducting research studies on behalf of the University, provided there is a written agreement between the University and the research organization

To officials at an institution in which the student seeks or intends to enroll or is currently enrolled

**Who are "University officials"?** "University officials" are University employees with general or specific responsibility for promoting the educational objectives of the University or third parties under contract with the University to provide professional, business and similar administrative services related to the University's educational mission.

Individuals whose responsibilities place them within this category include instructors; faculty advisers; admissions counselors; academic advisers; counselors; employment placement personnel; deans, department chairpersons, directors, and other administrative officials responsible for some part of the academic enterprise or one of the supporting activities; University Police personnel; health staff; development officers; staff in Alumni Relatio

## When do FERPA rights end?

**Do University employees have to obtain the student's permission before reviewing a student's education record?** "University officials" are permitted access to student education records without student consent as long as those officials have a "legitimate educational interest" in that student's record. The student's permission is not required.

**Where can I find a consent form/FERPA release?** Students may complete a FERPA release by logging into their [UNA portal](#). Select **ACADEMICS**, look on the left side of the screen all the way to the bottom and you will find **FERPA, Records Release**. Click on Records Release and follow the prompt to add your parents, parent or guardian. Once submitted, your request will be sent to the Office of the Registrar for processing.

**Whom should I contact with questions or concerns?** Direct all questions to the Office of the Registrar, [registrar@una.edu](mailto:registrar@una.edu) or phone, 265-765-4319. A FERPA release is required before we can