

Disclosure of Information Protected by the Family Educational Rights and Privacy Act (FERPA) and the Higher Education Act (HEA)

In compliance with the HEA (including but not limited to Sections 483 and 494) and pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. part 99), the written consent of a parent or eligible student is required before the education records of a student, or personally identifiable information contained therein, may be disclosed to a third party, unless an exception to this general requirement of written consent applies. If a student is age 18 years or older, or is enrolled in an institution of postsecondary education, he or she is an “eligible student” and must provide written consent for the disclosure of his or her education records or personally identifiable information contained therein.

Eligible Students’ or Parents’ Rights

Key aspects of FERPA:

- Definition of records: Covers grades, transcripts, class schedules, and student disciplinary records.
- Transfer of rights: Once a student enters a postsecondary institution (regardless of age), parents no longer have the legal access to their records without the student’s written consent.
- Inspection rights: student can request to inspect and review their records within 45 days of the request. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the original records (e.g., they live far away).
- Consent to disclose: Schools must generally have written permission from the student to release information, with exceptions for legal subpoenas, health/safety emergencies, or disclosures to school officials with a “legitimate educational interest”.
- Directory information: Institutions may disclose “directory information” (e.g., name, address, phone number, dates of attendance) without consent, but students may opt out.
- Disciplinary records: Specific to campus crimes, colleges can disclose the final results of disciplinary proceedings to victims of violence.

Schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. Schools that fail to comply with FERPA risk losing federal funding. Private postsecondary schools do receive such funding, and are subject to FERPA.

Permitted Disclosures

FERPA allows schools to disclose information from a student’s education record, without consent, to the following parties or under the following conditions:

- School officials: Information may be shared with school employees needing it for a legitimate educational interest.
- Other schools: Records may be disclosed to another school where the student seeks or intends to enroll.
- Health/Safety Emergency: Information may be released to appropriate parties to protect health or safety of the student or others.

For more information, visit the United States Department of Education at: [FERPA | Protecting Student Privacy](#).

To change your FERPA form or give written consent, please see the Office of Financial Aid.