

# **Appendix A: Confidentiality of Student Education Records- Annual Statement**

## **GUIDELINES FOR RELEASE OF STUDENT INFORMATION**

### **Conditions for Student Access**

The university must use reasonable methods to identify and authenticate the identities of students to whom education records are disclosed and may request multiple forms of identification, which should include:

- A. Presentation by the student of a picture Identification Card, or
- B. Receipt of a signed and dated request from the student.

### **Conditions for Parent and Third Party Access**

- A. The university must use reasonable methods to identify and authenticate the identities of parents, school officials, and third parties to whom education records are disclosed.

### **Students must NOT be allowed access to:**

- A. Education records that contain information on more than one student (the student may review only the specific information about himself or herself).
- B. Faculty: be especially aware that posting of grades or exam results by name, social security number, and/or partial or complete student ID is not permitted.
- C. Financial records of the student's parents.
- D. Letters of recommendation or references received after January 1, 1975, for which the right of inspection has been waived.

## **DIRECTORY INFORMATION**

The following is considered DIRECTORY INFORMATION and is available to the public UNLESS the student has formally requested that this information be held private/confidential.

Student's name, local address (including e-mail), telephone numbers, likenesses used in university publications including photographs, name and address of emergency contact, date of birth, dates of attendance, school or division of enrollment, enrollment status, field of study, class, credit hours earned, degrees earned, honors received, participation in university recognized organizations and activities (including intercollegiate athletics), and height, weight and age of members of athletic teams. Note that this list may change from time to time.

## **TO REQUEST NON-DISCLOSURE OF DIRECTORY INFORMATION**

This designated Directory Information is subject to release by the university at any time unless the university (Office of the Registrar) received prior written objection from the student. Currently enrolled students may withhold such disclosure of directory information by filing a request form with the Registrar's Office. Once a student requests confidentiality it will remain on the record, until it is rescinded.

## **RELEASE OF EDUCATION RECORDS**

The university is authorized to provide access to student records to school officials and employees who have a legitimate educational interest in such access, without the student's written consent. These persons are those who have responsibilities in connection with campus academic, administrative or service functions and who have reason to use student records connected with their campus or other related academic/administrative responsibilities as opposed to a personal or private interest. Such determination will be made on a case-by-case basis.

School officials will release educational information upon receipt of a signed, dated, written consent of the student, which must specify the records that may be disclosed and identify the party to whom the disclosure may be made.

Parents of a dependent student, as defined by the Internal Revenue Code of 1954, Section 152, and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.

Other circumstances that allow access to a student's educational record:

In connection with Financial Aid; to organizations conducting studies on behalf of educational agencies; to Federal or State educational authorities; to accrediting organizations; in compliance with a lawfully issued subpoena; in connection with a health or safety emergency.

Non-school individuals (including parents except as described above) may not have access to education records other than Directory Information, unless authorization from the student is obtained or a lawfully issued subpoena/court order is issued to the university.

Examples of data items NOT released: grades; grade point average; the specific number of hours/credits enrolled, passed or failed; social security number; names of parents or next of kin. PLEASE NOTE: POSTING OF GRADES BY SOCIAL SECURITY NUMBER OR GWID NUMBER IS A VIOLATION OF FERPA!

## **CONSEQUENCES OF VIOLATING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Certain consequences are possible, if an individual is found in non-compliance with these rules and regulations, as defined by FERPA:

- A. Unsatisfactory performance appraisal for the employee, consistent with the personnel policies of the university;
- B. Accountability of the employee in a court of law (confidentiality and privacy requirements are regulated by Federal law);
- C. Possible loss to the university of available funds under Federal programs administered by the Secretary of Education.

Complaints of FERPA violation(s) may be filed by students with the Family Policy & Compliance Office, Department of Education, 400 Maryland Ave., SW Washington, DC 20202-5901.

The above are interpretative guidelines only. For clarification and further detail or any specific question you may have, please write to the University Registrar, Office of the Registrar, Rice Hall, 2121 Eye St. NW, Suite 301, Washington, D.C. 20052; or send an e-mail inquiry to [registrar@gwu.edu](mailto:registrar@gwu.edu).