

## FERPA Quiz Answers

1. Is it wrong for professors to leave exams, papers, etc. outside their office for students to pick up?

**Yes** – That is a violation of the privacy rule because it is inappropriate for students to have access to other students' information.

**General Rule:** You cannot leave personally identifiable materials in a public place.

2. An unauthorized person retrieves information from a computer screen that was left unattended. Under FERPA, is the institution responsible?

**Yes** – Information on a computer screen should be treated the same as printed reports.

**General Rule:** The medium in which the information is held is unimportant. No information should be left accessible or unattended, including computer displays.

3. You have been granted access to certain educational records in accordance with your duties at Augsburg University. Since this is information you are entitled to under FERPA can you redisclose this information to any party?

**No** – FERPA states that you may not redisclose information without prior written consent.

**General Rule:** There are some occasions when this is allowable, such as release to organizations conducting educational studies, accrediting agencies, and judicial orders. Check with the Registrar before releasing information.

4. If a student's parent calls asking how a student is doing in a class, can you give out that information?

**No** – Even though the person inquiring may be the student's parent, FERPA recognizes students in secondary education as adults, regardless of age. Therefore, you cannot give out that grade, or any other non-directory information.

**General Rule:** You must assume that the student is an adult who is entitled to privacy, even from parents. Parents **may** (not **must**) be allowed access to the records if the student is a dependent according to tax code. Note: FERPA does not mandate that the school provide parents access to the records even if the parents can prove the student is a dependent. It is always best to obtain written consent from the student before providing parents access to records.

5. You receive a call from a recruiting firm asking for names and addresses of students with a GPA of 3.0 or better. They say they have good job information for these students. Can you help these students get jobs by giving out this information?

**No** – Although we all want to help students to get good jobs, that request should be sent to the appropriate office.

**General Rule:** Do not give out student information that pertains to grade point average to anyone without prior written consent of that student. In this case the request should be forwarded to the Registrar's Office. All outside requests for any information such as Dean's Lists must be referred to the Registrar's Office. Information about the recruiting firm could be provided to students in the appropriate major.

6. Does FERPA prohibit the disclosure of the work address and telephone number of an alumnus by the Alumni Office?

**No** – FERPA does not protect information about a student that is gathered after the student graduates. Had the request been for the alum's GPA, FERPA would apply.

7. A freshman student who was admitted under special conditions requests the opportunity to review his admissions file. He insists on reviewing these materials no later than the close of business the following day. Does FERPA require you to respond to his request by allowing him to review the records when he wants to?

**No** - Augsburg University must grant the request to review within a reasonable time but in no case more than 45 days after the request is received. It is likely not reasonable to have to respond to a request within 24 hours.

8. A student's father presents a piece of paper signed by the student that states: "I consent to the disclosure of my education records to my father." The paper is signed and dated. The father proves to you that he is the father of the student in question. Does this constitute sufficient written consent under FERPA?

**No** – This consent does not specify the records to be disclosed, the identity of the person to whom they are disclosed, or the purpose of the disclosure. Specific information concerning the records, the name of the person to whom the disclosure is made and the purpose of the disclosure must be presented in writing.

9. You get a frantic phone call from an individual who says that he is a student's father and must get in touch with her immediately because of a family emergency. Can you tell him when and where her next class is today?

**No** – For the safety of the student you cannot tell another person where a student is at any time. Inform the caller you can notify the student to call back immediately or have the caller contact the Campus Security Office for more information.

10. You receive a phone call from the local police department indicating they are trying to determine whether a particular student was in attendance on a specific day. Since they are in the middle of an investigation, are you allowed to give them this information?

**No** – For the safety of the student you cannot tell another person where a student is at any time. Inform the caller they should contact the Campus Security Office for more information.