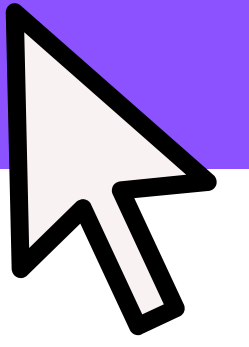


# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

## Frequently Asked Questions



### Who is considered a "school official"?

A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff).

### Is it a violation to leave graded papers/exams outside of an office for students to pick up?

Yes, anytime information such as grades, student ID, GPA, etc. is easily accessible and/or viewable by someone other than the student, it is a violation.

### Does a spouse of an eligible student have rights with respect to that student's education records?

No. Before a college or university discloses information from a student's education records to his or her spouse, the student would have to provide written consent.

### Does the FERPA permit releasing GPA to honors organizations without consent?

No. A student's GPA may not be disclosed to anyone without the parent's or eligible student's consent.

### What can I include in a student recommendation?

You must have a written request from the student and you can only include what the student authorizes you to include.

