Identifying FERPA Restrictions

Overview

The Family Educational Rights & Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education record. FERPA restrictions are generally identified during an inquire process. It is CRUCIAL to ALWAYS look first for the privacy shade icon (🔒) when opening a student’s record.

If there is a directory exclusion preventing release of certain information to the public, the data is considered “confidential”. However, University officials with a legitimate need still have access to the restricted information.

When a person calls to request information about students who have FERPA restrictions on their records, the caller should be referred to the Office of the Registrar. ONLY the Registrar’s Office should release such information to third parties. For more information, visit ferpa.iu.edu.

Steps

Identifying FERPA Restrictions

1. Navigate to any of the student pages.
   - If there is a privacy shade icon (🔒) in the upper right quarter of the page, the record has FERPA restrictions on it. This privacy shade icon indicates that FERPA restrictions have been applied to this record. This indicator will be visible on all student specific pages.

2. If a third-party caller requests information for a student with FERPA restrictions, direct them to the Registrar’s Office.