



Peralta Community College

Family Educational Rights and Privacy Act (FERPA)

Top Ten “Most Important Things to Remember About FERPA”

1. **Purpose of FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is to afford students the right to inspect and review educational records, the right to seek to have the records amended, and the right to have some control over disclosure of information from the records.

2. **PCCD Policies on FERPA**

Refer to <http://web.peralta.edu/admissions/2011/07/release-of-information/> and the District Policies and Procedures section of the colleges catalog.

3. **Posting Grades**

Faculty may post grades using the last four digits of the student identification number as long as the list is NOT in alphabetical order.

4. **“School Officials”**

School officials are members of the institution and may include:

- Faculty
- Administrators
- Classified employees
- Student employees and/or part-time employees who manage students’ educational records information contracted outside entities performing functions otherwise completed by the college.

5. **Directory Information**

Information that can be given out to any requester provided that a confidentiality restriction has not been placed on the individual’s record.

PCCD allowed directory information per Board Policy 5040 and Administrative Procedure 5040

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and other types of recognition

6. **PeopleSoft Functionality**

When the FERPA control is applied to restrict data for a student, the PeopleSoft system attaches a FERPA window shade privacy button to that individual's records in your database.



(FERPA privacy shade)

Absolutely NO information can be released unless the student appears in person with a valid photo ID.

7. Avoid FERPA Violations

DO NOT:

- Use any or part of the Social Security Number to verify a student's identity to release directory information or confirm the identity of a student
- Require students to disclose personal information such as phone number and e-mail address to another student.
- Never ask a student for their PASSPORT password or accept it if offered under any circumstance.
- At any time use a student's student identification number in a public posting of grades, including an electronic environment or link the name with the student identification number.
- Post grades in a web environment which does not require a secure password which might allow a student access to another student's educational records (grades).
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- Take photographs or take video without permission from students in the class.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus. This includes non-Peralta police enforcement, attorneys, or non-Peralta employees, unless directed by college staff that there is a Health or Safety Emergency.
- Talk to any investigators, reporters or individuals inquiring about the student without specific written permission from the student.

8. Protect All Educational Records

Do not allow any students or other non-school officials to view, read, or record FERPA protected information while in your workspace.

9. Friends or Relatives PCCD Employees

PCCD employees are not allowed access to any information other than "directory information" for parents, spouses, partners, friends or relatives

And the number one Most Important Thing to Remember About FERPA is:

10. When in doubt, don't give it out!

Contact Adela Esquivel-Swinson, Associate Vice Chancellor, Student Services & Registrar, (510) 466-7374, or e-mail aesquivelswinson@peralta.edu to review the specifics of your individual question or scenario.

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920