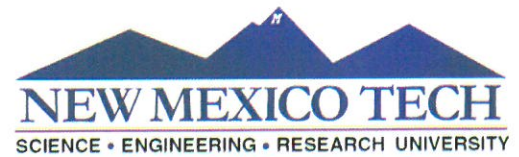


FERPA

The Family Educational Right to Privacy Act



FERPA in a Nutshell:

- You cannot share student information with other students.
- You must take measures to ensure that homework and test scores are not accessible to the class at large.
- Very rarely can you share student information with the public. Always error on the side of caution.
- You have a responsibility to be professional and conservative when sharing information with co-workers.
- You cannot use student information for activities that are not related to the position that warrants your access.

Information that can sometimes* be released to the public:

- Student Name
- Student ID Number
- Status as a NMT student
- Address
- Phone Number
- Dates of Enrollment
- Class
- Previous institution(s) attended
- Major
- Awards and Honors, Honor Roll
- Degrees Earned

*Students have the option to make this information confidential. Check with the Registrar's Office to verify if such a request is on file.

What to say if you get a call:

A parent or other third party may call you to request information about a student. Below are some suggestions for how to handle such a phone call.

"I'm sorry, there is a student privacy law in place that does not allow me to answer your question."

"I understand your concerns, but I am unable to discuss a student's record with anyone but that student."

"Federal law prevents me from discussing your son's test grades. However, I'm happy to give you more information about how I grade my tests and how they contribute to the student's final grade."

Information that can never* be released to the public:

- Any information that isn't included on the other list, including
 - Grades
 - Social Security Number
 - Academic performance
 - Account balance
 - Class schedule
 - General student well-being

What about Parents?

- Parents are considered to be the general public and have no special privileges to know their son or daughter's information, even if the student is under 18.

What about other NMT Employees?

- All student information may be shared with your coworkers, supervisor, and administration if one of the following apply:
 1. The person needs to know the information to do their job
 2. The person is performing a task related to the student's education or to student discipline
 3. The person is providing a service or benefit to the student or student's family
 4. The person is maintaining safety and security on campus

*Are there any exceptions?

- If you receive a subpoena or if an individual is in danger you may release the necessary information to school officials and law enforcement.
- If a student provides written permission to discuss his/her records with a third party you may do so.

If you have questions about FERPA, please contact the Registrar at sara.grijalva@nmt.edu



Authorization to Release Non-Directory Information

I give permission to _____ to discuss the following
(name of school official)

details of my academic record with _____
(name of third party)

- _____
- _____
- _____
- _____
- _____

Student Name: _____

Student ID Number: _____

Student Signature: _____

Date: _____

School officials should keep a copy of this form for their records and send the original to the Registrar's Office, where it will be kept in the student's permanent file.