



## **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

*FERPA is a federal law that governs educational records. It grants specific rights to students and regulates how institutions must handle educational records, including grades. FERPA gives students rights to see their records and protects against disclosures of certain information without the student's consent or specific legal authorization.*

*It is your responsibility to maintain the privacy of all student academic work at all times—at work, at home, and in transit. It's the law.*

### **FERPA Tips for Instructors**

**DO NOT discuss a student's grades with his/her parent or anyone else.**

Instead, refer calls from parents to the Office of the Dean of Students (333-0050). You may discuss a student's performance with the course instructor. When in doubt, don't give it out.

**DO NOT return student work by passing around a pile for them to sort through.**

Instead, return papers individually and make sure grades are not visible to others.

**DO NOT leave a box of students' papers outside your office.**

Instead, leave papers with a secretary who will check IDs and return the papers.

**DO NOT post grades by class roster, even with the names blacked out.**

Instead, post grades by a unique number known only to you and the student, and re-sort your class list into numerical order by these unique numbers.

**DO NOT email the class a list of all students' grades.**

**DO NOT include grades/GPA in letters of reference without permission.**

Instead, ask if this information should be included (and get it in writing) or write the recommendation without this information.

**DO NOT "publish" personal student information—name, contact info, schedule.**

Why not? Some students have contact information flagged for non-release with the Registrar (333-6565, [www.registrar.illinois.edu](http://www.registrar.illinois.edu)) for a wide variety of reasons.

**DO NOT email groups of students in ways that show student email addresses.**

Instead, place email addresses in blind copy.