Activity: FERPA Rules Quiz

Activity Type: Small Group work, quick contest

Goals: To help discussion leaders follow FERPA regulations when they TA courses.

Abstract:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
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<tbody>
<tr>
<td>Have worksheets out as discussion leaders arrive. Have them work in groups of 2-4 to fill them out.</td>
<td>5-15 min</td>
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<tr>
<td>Give 2-minute history of FERPA Law</td>
<td>2 min</td>
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<tr>
<td>Take turns having groups answer each question.</td>
<td>20 min</td>
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Time needed: 25-40 minutes

Materials needed: copies of FERPA worksheet, copies of matrix.

Before class:

1. Pass out FERPA worksheets around tables. This is good activity to work on as people are arriving at different times.

As class begins:

“Welcome everyone! You’ve been working on those FERPA worksheets as you came in. Please take a few minutes and make sure your whole group agrees on the answers you’ve put down.”

(Allow group work time)

Good. I’ve deliberately had you fill out these questions before telling you the right answers because there is a lot of confusion about student privacy. Having you fill out the worksheet allows you to see the different possible solutions that teachers have used. Let’s go over these answers after I give you a quick run-down on FERPA.

FERPA stands for the Family Education Right to Privacy Act. It is a federal law that acts on schools that receive public funding. Generally, schools under college must grant parents access to education records.

When a child turns 18 or starts college, the right to privacy becomes theirs. Consent must be given before private records are released. Matters of public record: name, address, classes enrolled, etc, do not require consent. I’m passing out now the matrix that defines what information is public and private.

Now, let’s look at these worksheet choices. Group 1, what do you think the answer to #1 is? Groups 2 and 3, do you agree? (Go down list, listening to responses and giving the correct answer when necessary.)
After Question 2, you can describe a FERPA hold:

If students want to withhold public information, they can file a request with the registrar to have a “FERPA block” placed on their records. This will show up on WebSOC. This requires special protection of not listing their name on a seating chart or passing out email lists.

If a group member asks a question and you are not sure of the appropriate legal response, it is best to tell the group that you don’t know, but will email them the answer. Contact the FERPA representative at the registrar’s office – they love to answer those sorts of questions.

End:
Nice job, everyone! As you can see, it can be confusing to determine the best course of action in every situation. If you ever run across a situation you are unsure of, err on the side of student privacy and contact the FERPA representative at the registrar as soon as possible.

Additional information on FERPA at UCI can be found at:
http://www.reg.uci.edu/privacy/full_privacy.html
## Student Information Release Matrix

**University of California, Irvine**

<table>
<thead>
<tr>
<th>Access Groups</th>
<th>Student Information for Access/Release</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>By law, public information is disclosed unless the student restricts release.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>The release of confidential information requires the student's written permission.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Campus official with legitimate educational interest and a need to know have access to student records.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Special circumstances may allow disclosure (see policy). In general, student's written permission required for release.</td>
</tr>
</tbody>
</table>

### Student Information

- Name of student
- Address, telephone, email
- Date and place of birth
- Dates of attendance
- Enrollment status (graduate/undergraduate; full or part-time)
- Number of course units currently enrolled
- Class level
- Major field of study
- Degrees/minors/honors
- Most recent previous school attended
- Participation in officially recognized student activities
- Name/weight/height (if intercollegiate athletic team member)
- Photo
- Class schedule
- Residency status (fees)
- Fees assessed or paid
- Financial aid recipient
- Grade point average or grade points
- Grades in courses
- Units completed
- Transcript
- Student ID number
- Social security number
- Ethnicity
- Parent’s or guardian’s name or address

Information not listed falls into group 2, 3, 4.
What is FERPA? (Answer Key)


**FERPA True-Life Situations:**

1. The course instructor asks you to make a seating chart to be posted on the door of the lecture hall. Do you make one? What should be on it?

   **Your response:**
   
   Student names and seats. Not UCI netIDs (or any part thereof) because they are not public.

2. A student comes to you and says they have a personal situation which makes it important that nobody be able to track down their address, phone number, or presence in a class. What do you tell them to do?

   **Your response:**
   
   Send them to the registrar’s office to create a FERPA block

3. You need to return homework assignments to your students. How should you do this?

   **Your response:**
   
   Hand them back in class or digitally collect and return. Do not leave in box in hallway.

4. A parent calls you, asking for verification that their child is attending class and completing homework appropriately. How do you respond?

   **Your response:**
   
   College students must release this information in writing. Tell parent you are not authorized to release.

5. A student wants to create a class contact list that contains student names and email addresses to encourage group work.

   **Your response:**
   
   Not illegal, since information is public. Best to allow students to choose to participate.

6. You have a class web page where you can post information, and you need to inform students in several discussions of their grade on a quiz, and you have the information in an excel worksheet.

   **Your response:**
   
   Do not post class grades in public place (door, web page). Always use EEE for grades.

7. It’s the end of the quarter, and you have a stack of papers with student IDs on them. What should you do with them?

   **Your response:**
   
   No trash or recycling. Call dept office to arrange for secure shredding.

Whom should I ask about privacy issues?

**Mark Fonseca**

FERPA Specialist, UCI Registrar’s Office

824-9672       ifonseca@uci.edu       http://www.reg.uci.edu/privacy/full_privacy.html
What is FERPA?


FERPA True-Life Situations:  

1. The course instructor asks you to make a seating chart to be posted on the door of the lecture hall. Do you make one? What should be on it?

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3. You need to return homework assignments to your students. How should you do this?

4. A parent calls you, asking for verification that their child is attending class and completing homework appropriately. How do you respond?

5. A student wants to create a class contact list that contains student names and email addresses to encourage group work. Is this legal? Why or why not?

6. You have a class web page where you can post information, and you need to inform students in several discussions of their grade on a quiz, and you have the information in an excel worksheet. What is the best way to give students their grade?

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