

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) is a federal law that limits the amount of information that can be released about students without their specific written permission.

The maximum information we can release on a student **who has not requested privacy** to someone outside the University is:

- Email address
- Date of birth
- Dates of attendance
- Full-time/Part-time status (based on 12 credit hours)
- Mailing address and telephone number
- Class standing (freshman, sophomore, etc.)
- Major and minor plans
- Degree(s) earned and date degree was earned

You **may not** release the following information to **anyone** outside the University without the student's specific written permission (this includes parents, spouses, the police, even Campus police, etc.). This information can be obtained by subpoena to the Registrar.

- Courses students have taken
- Location of courses they are currently enrolled in
- Grades and GPA's
- Parent's name and address
- Student number or social security number
- Gender
- Credit hours earned
- Probation/Dismissal status
- Previous institutions attended
- Holds (service indicators)
- Student account information
- Financial aid or veteran's status
- ACT or SAT test results
- Etc!

If a student has requested **PRIVACY**, the FERPA blind will appear on the panel in PeopleSoft. This means a student has requested privacy, and you **may release nothing** about this student without their specific written permission or subpoena.

Even when communicating with students about their records, you need to take precautions. You must make a reasonable attempt to verify that students are who they claim to be. This applies to in-person, phone and email exchanges. An exception exists for inquiries received from a BSU email account.

- In-person: Before divulging information about a student's record, ask for photo ID from that student. If the student does not have photo ID, ask the student for at least one of the following: Student ID, SSN, birth date, phone number, or address. If you remain unsure about a student's identity you should ask for answers to a combination of the above.
- BroncoMail: Since students must use their usernames and passwords to access their BroncoMail accounts, BroncoMail is considered "secure" by the University. You can assume that inquiries received from a student's BroncoMail account are from the student. No further verification is needed.
- Other email or phone: Before divulging information about a student's record, ask the student for one of the following: Student ID, SSN, birth date, phone number, or address. If you remain unsure about a student's identity you should ask for answers to a combination of the above.

Student Records Confidentiality Statement

Boise State University has strict confidentiality regulations which are consistent with the federal Family Educational Rights and Privacy Act of 1974 to protect each employee's and student's privacy (see next page). Employment at Boise State University requires, as a term of employment, compliance with the policies of Boise State University; the rules, regulations, and procedures of the Idaho State Board of Education; and all local, state, and federal laws.

The University has granted you access to confidential information and files in the course of performing your professional duties and responsibilities. As an employee of the University, you must be very careful not to release this information to the public. The word "public" may include co-workers who have not been authorized or who do not have legitimate business need to know, fellow students, or members of the general public. If you are ever in doubt as to a requestor's right to access, or the appropriate procedures to be followed, you must request direction from your supervisor or his or her designee. You must also access records only for university-related business and not misuse your access in any way. Infractions of this policy are considered very serious and may be grounds for disciplinary action up to and including termination of employment and/or expulsion from the University.

By signing this statement, you acknowledge that you will not share or divulge confidential information with anyone who is not authorized to access this information or otherwise violate any of the rules, regulations, policies or procedures of the University, the State Board of Education, or any local, state, or federal laws.

Employee Name _____

Employee
Department _____

Employee Signature Date