# FAMILY EDUCATIONAL RIGHTS &

# PRIVACY ACT

A federal law that governs the release of, and access to, student education records.

When in doubt, don't give out!

Know the difference

Remember: You should only access student information as needed for your job responsibilities. Just because you can access information, does not mean you should; curiosity is not a legitimate educational interest.

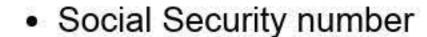
Directory

WCU does not make directory information generally available to the public. Disclosure of this information should not be performed by anyone not authorized to do so.

- Name
- Address (local, permanent, and email)
- Telephone number (local and permanent)
- College/School of enrollment
- Major field of study
- Current enrollment status (dates of attendence, full-/part-time enrollment, withdrawn)
- Degrees conferred by West Chester University (including date)
- Participation in officially recognized sports and activity

Non-Directory

Student record information must not be released to third parties outside the University, including parents and spouses



- Tuition charges
- Grades and related information
- Date and place of birth
- Disciplinary actions

- Ethnicity
- Advisor's name
- Residency status
- · Current class schedule and courses completed

### Withholding Directory Information

Students may complete the Request to Prevent Disclosure of Directory Information to prevent the distribution of data



The protection shade is visible in myWCU

If you receive a request for information about a student & their record displays the icon above only respond with:

"I have no information available on an individual who matches the information you provided."

Day-to-Day Strategies

### Email





### Phone

- Try to serve students in person or via WCU email as often as possible.
- For general questions about registration, process, policy, etc. refer callers to the appropriate section of the WCU website.
- If specific student information needs to be shared, ask to follow up with an email to their WCU account.

**Cloud Storage** 

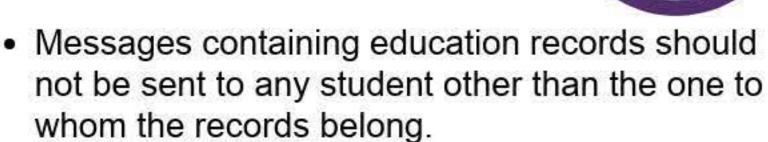
It is essential to use caution

when storing non-directory

E.g. Google docs or Dropbox

information in the cloud.

- myWCU Users myWCU When you're away from
  - your computer, log off or lock the screen (Ctrl+Alt+Delete).
  - When in use, don't allow others to look over your shoulder



- Always communicate through WCU email addresses.
- Email messages containing personally identifiable information, or that refer generally to the education record may be sent to more than 1 student if individual messages are sent to recipient and are sent out of myWCU.

### Signs & Lists

- Do not include non-directory information.
- Remove students who have requested non-disclosure.
- Never use social security numbers on any list.
- If you do not have access to myWCU, contact your dept. or the Registrars office.



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### Computers

If you ever encounter a situation where a laptop or files containing student records, are lost or stolen, please contact the Registrars office.



## Registrar Contact Information: