

FERPA REGULATIONS CHEAT SHEET

WHEN IN DOUBT DO NOT SHARE

- DO NOT save student information on unprotected drives or disks.
- DO NOT leave work area unsecured.
- DO NOT leave documents with sensitive information lying around in plain sight.
- DO NOT share your password.
- DO NOT allow a student's grade to be exposed to any student other than to whom they belong.
- DO NOT leave documents with sensitive information lying about in plain sight.
- DO NOT release a student's schedule.
- DO NOT release copies of transcripts from another institution.
- DO NOT access student information unless there is a specific and legitimate educational and work related interest.
- ONLY access information specific to your duties.
- DO NOT share protected student information with coworkers unless necessary.
- BE AWARE of all privacy warnings displayed in myUK and SAP.
- BE AWARE of publicly visible computer screens and documents.
- ALWAYS lock computers and/or office when leaving your workspace, even if only for a moment.
- ALWAYS confirm the identity of the student using either a photo ID or their myUK picture before releasing protected information.
- ONLY the student may consent to the release of their protected information to a third party outside of the university.
- REFER RECORDS REQUESTS to the appropriate office (Registrar, Financial Aid, Student Account Services, Student Health Care, etc.).
- ONLY access information specific to your duties.
- REFER SUBPOENAS AND OPEN RECORDS REQUESTS to the Office of Legal Counsel.

INFORMATION THAT MAY BE SHARED (i.e. directory information)

*Unless student has active FERPA/Privacy flag

- | | |
|---------------------|-------------------------------|
| • Address(es) | • Major or Field of Study |
| • Telephone Numbers | • Dates of Attendance |
| • E-mail addresses | • Enrollment Status |
| • Photograph | • Degrees and awards received |
| • Place of birth | • Last institution attended |