FERPA GUIDELINES

FOR FACULTY AND STAFF

FERPA OVERVIEW

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of student education records. It applies to all post-secondary institutions that receive federal funding. FERPA ensures the following:

- Student records remain confidential.
- Information is disclosed only under specific conditions.
- Students have the right to access and correct their records.

KSU considers an admitted student to be in attendance upon enrollment/ registration for classes. FERPA does not apply to applicants who are denied admission or applicants who were accepted but did not attend.

DIRECTORY INFORMATION

Directory Information at Kennesaw State University includes specific details about students that can be shared publicly under FERPA guidelines. You can find the complete list of what qualifies as Directory Information at kennesaw.edu/FERPA. Information not included on this list is protected and cannot be shared without the student's written consent, unless an exception under FERPA applies.

Directory information will be withheld if requested by the student. To withhold directory information, the student must complete and submit the Release of Directory Information form that can be found at ksuhub.com/StudentForms or hand deliver the request to the Office of the Registrar located in Kennesaw Hall or email registrar@kennesaw.edu.

PLEASE NOTE: Students should carefully consider the consequences of any decision to withhold "Directory Information." Choosing the item "Student Confidentiality" will result in the exclusion of all student record information, including student name from printed materials (i.e. commencement program). Informing Kennesaw State University not to release "Directory Information" means any future requests for such information from non-institutional persons or organizations will be refused.

RESEARCH GUIDELINES

When conducting research that involves student Personally Identifiable Information (PII), follow these requirements:

- Obtain Institutional Review Board (IRB) approval before starting.
- Secure student written consent for using their PII.
- Ensure aggregated data is large enough to maintain anonymity.
- Limit data usage to legitimate educational purposes within the official scope of the agency's responsibilities.

Faculty must not share PII with other faculty for research purposes without IRB approval and student consent.

FERPA BREACH REPORTING

To report a FERPA breach, contact the Office of the Registrar registrar@kennesaw.edu

QUESTIONS ABOUT FERPA?

If you have additional questions about FERPA, visit kennesaw.edu/ferpa or contact the Office of the Registrar at registrar@kennesaw.edu.

FSEE REVERSE FOR MORE INFORMATION.

FERPA GUIDELINES
FOR FACULTY AND STAFF (CONTINUED)

FERPA DO's

- Retain only the student records necessary for your job responsibilities.
- Protect confidential information displayed on computer screens or desks.
- Refer to the list of directory information to ensure that student data is permitted to be released to third parties without the written consent of the student.
- Subject to KSU's record retention requirements, shred or securely dispose of unnecessary confidential documents, reports, or computer files containing student PII. Simply throwing them in the trash violates FERPA.
- Share student information only with school officials who have a legitimate educational need to know.
- Immediately forward any judicial orders, subpoenas, or other requests for student data access to the Office of Legal Affairs at asklegal@kennesaw.edu.

FERPA DON'Ts

- Never publicly display grades or scores with personal identifiers, such as names, Social Security Numbers, or KSU ID Numbers.
- Do not use or disclose Social Security Numbers or KSU ID Numbers in public settings.
- Never share a student's educational information (e.g., grades, GPA, class roster) with anyone outside the university unless the student provides written consent.
- Do not store student PII on personal or portable devices without adequate security, such as encryption.
- Do not email confidential information, such as grades. Use alternative methods such as in-person delivery, D2L, or KSU campus mail. If a student requests this information, it must be sent only to their KSU email address and include their KSU ID number.
- Never disclose student schedules or assist non-university personnel in locating a student on campus. Refer emergency requests to Campus Security at 470-578-6666.



Scan to learn more about FERPA rights or visit kennesaw.edu/ferpa.

Questions? Contact us at registrar@kennesaw.edu.