

“When in doubt, give nothing out!”

Office of the Registrar, Yavapai College
For Faculty – how to keep student records confidential!

F.E.R.P.A

(Federal Education Right to Privacy Act)

FERPA is a Federal regulation; a violation could result in loss of funding for the College. FERPA applies to the **education records** of Yavapai College (YC) students. FERPA gives students the right to inspect, seek amendment to, and offer some control over disclosure of those records.

- What is the purpose of the law?
 - **To protect the confidentiality of educational records of students.**
- How does FERPA affect how I use and discuss student information?
 - Obviously, it is ALWAYS legal to discuss with the student in person.
 - Disclosure of confidential information to a **third party is generally not allowed** under FERPA without signature of the student.
- What about records of students under 18?
 - **If the student is attending a post-secondary institution, the records belong to the student.**
 - Parents of dependent students can work with the Registrar’s Office to document financial dependency, and the Registrar can then provide student information.
- Privacy Holds
 - Students can request a “Privacy Hold” through the Registrar’s Office. This hold prevents us (the College) from even disclosing the fact that someone is a student! As Faculty, it is best to always assume this when responding to phone or e-mail requests. Do not provide confidential information, unless you are positive that you are communicating directly with the student. Confidential holds show on your roster view through **myYC**.
 - It is generally OK to share information with YC officials who have an “*educational need to know*”... but this must be verified before you share information.
 - Turn over any confidential papers if someone walks up; put files away; make sure your computer screen is not visible to others; and be **mindful of computer access in the home!**

It is NOT acceptable for family members of faculty to view class rosters or other student information.

- **Suggestions**
 - Get a phone number and return the call to verify to whom you are speaking.
 - **Involve the student!**

Questions?

Call **Sheila Jarrell, Registrar**: 776.2107