

## CONFIDENTIALITY OF STUDENT RECORDS

### Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amending those education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. (This does not apply to grade changes.) They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. To file a complaint, write to: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605
5. The following information is considered directory information and may be made public:
  - Student name
  - Home and local address
  - Telephone numbers
  - E-mail addresses
  - Dates of attendance (current and past)

- Major field of study
- Degrees and awards received
- Participation in officially recognized activities and sports, including height and weight
- Previous educational institutions attended
- Religious affiliation to local church or congregation
- Current class schedule
- Photograph
- Number of months/semesters enrolled
- Class standing (freshman, sophomore, etc.)
- Total hours earned
- Enrollment status (full-time, part-time, less than half time)
- Anticipated future enrollments
- Course registrations prior to the beginning of a semester/term
- Expected date of graduation
- Deferred registration eligibility

Additionally, under an agreement with The Church of Jesus Christ of Latter-day Saints (the Church), BYU-Idaho releases the names and birthdates of students to the Church for the purpose of moving the students' church membership records to the wards in which they will reside during a given term. This data is provided to the Church in a secure, electronic format. Students can block the release of this information by submitting a completed "Request to Withhold Directory Information" form to the Student Records and Registration Office.

6. Students have the right to block the release of their public directory information by completing a "Request to Withhold Directory Information" form at the Student Records and Registration Office. For complete confidentiality, this form must be completed within the first ten days of each semester or term. Students may also modify the display of the public directory information.
7. Parents or guardians of students claimed as dependents on the most recently submitted Federal Income Tax form may have grade reports forwarded to them pursuant to the Family Educational Rights and Privacy Act of 1974. Parents of dependent children under the above-described definition must submit a Certificate of Dependence Form in order to receive grade reports. No grade report will be sent to a parent or guardian without proper submission of this form. The Student Records and Registration Office will record Certificate of Dependence forms and send grade reports as requested. Parents of students who have declared themselves as independent are not eligible to receive grade reports.

Students may waive their independent status by completing the Waiver of Independence Form. Completion of this form authorizes parental access to student grades regardless of the dependency status of a student.

Forms are available at the Student Records and Registration Office or online at [www.byui.edu/srr/forms](http://www.byui.edu/srr/forms).