



Release of student information procedures to adhere to the CGCC college policy and requirements of FERPA: the Family Educational Rights and Privacy Act of 1974.

FERPA protects student records from unauthorized access. The following guidelines should be followed whenever working with student data. If you encounter a situation where you are unsure whether or not to disclose information, **DO NOT DISCLOSE ANY INFORMATION** until you have conferred with your supervisor or the Registrar.

- ◆ ALL student data is confidential, unless the student has given explicit written permission to disclose information to another individual.
- ◆ Do not disclose confidential information to any member of staff or faculty unless performing the tasks of your job require it.
- ◆ Do not disclose confidential information to parents, spouse, other students, or anyone else without a release of information.
- ◆ Check a student's ID before disclosing information to ensure you are speaking to the student themselves.
- ◆ When sending emails to groups of students, email yourself in the "To" field, and list all student emails in the "BC" (blind copy) field. This prevents students from having access to other students' email addresses and other confidential information.
- ◆ Do not discuss any student information outside of work, or with your own family or friends.

What information is protected?

- ◆ All student information. This includes:
 - Student biographical demographical, and geographical data, including name, gender, address, phone number, and email address
 - Student academic data, including major/field of study, transcripts, grades, and enrollment
 - Confirmation of whether or not an individual is or is not a student
 - What classroom a particular student is in at any given time
 - Any situation involving a student
 - ANY other data regarding a student

Are there any exceptions?

- ◆ NO!