



## FERPA for Faculty/Staff

*What you need to know*

### WHAT IS FERPA?

*Family Educational Rights & Privacy Act (FERPA) is a federal law that protects the privacy of student education records.*

### WHO CAN ACCESS A STUDENT'S EDUCATION RECORDS?

Generally, schools must have signed consent from the student to release information from the student's education record. However, an exception is that **school officials** with **legitimate educational interest** can access student education records.

**Just because  
you can access  
the information  
doesn't mean  
you should!**

### WHAT IS A LEGITIMATE EDUCATIONAL INTEREST?

Legitimate Educational interest is when a school official requires a student's education record in the course of performing their duties for the University. A way to evaluate for legitimate educational interest is to ask if the school official has a legitimate **need to know** the requested information.



*Questions? Contact the PSC at 330-941-6000 or onestop@ysu.edu.*



YOUNGSTOWN STATE UNIVERSITY  
**Penguin Service Center**  
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## What is directory info?

*Information that can be shared without consent*

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### DIRECTORY INFORMATION INCLUDES:

- ▶ Student name
- ▶ Date/Place of Birth
- ▶ Local address
- ▶ Permanent address
- ▶ Telephone number
- ▶ Dates of Attendance
- ▶ Major
- ▶ Level (Undergraduate or Graduate)
- ▶ Degrees, honors, awards received
- ▶ Participation in official
- ▶ University sports or activities
- ▶ Weight/height of athletes

### NON-DIRECTORY INFORMATION INCLUDES:

*(cannot be shared):*

- ▶ Race/Ethnicity
- ▶ Gender
- ▶ Social Security Number
- ▶ YSU Banner ID#
- ▶ Grades
- ▶ GPA
- ▶ Academic Standing
- ▶ Country of Citizenship
- ▶ Religion

**When  
in doubt,  
DON'T  
give it out!**

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