

FERPA (The Family Educational Rights and Privacy Act)

What can you share?

If the student has not filled out and signed a Request to Share Information form, then you are only allowed to share directory information, unless otherwise requested by the student.

Directory information includes:

- Student Name
- Address/Telephone Number
- Student ID
- Major Field of Study
- Participation in Recognized Activities
- Dates of Attendance
- Full-time/Part-time status
- Degrees and Awards Received
- Most Recent Educational Institution Attended by the Student

You may share basic course information that pertains to all students in the course. This includes any information that is in the syllabus (grade distribution, grading scale, etc.)

Information that you **cannot** share without a Request to Share Information form is:

- Grades
- Attendance
- Graduation Status
- Classes Enrolled
- Campus Attending
- Access Center Information

How do I know if they have filled out a Request to Share Information?

Contact your Dean or Director (for Satellite Faculty). They will be able to tell you the following:

- Who you are allowed to share information with
- What information you are allowed to share. You may not share information other than what they approved.

What do I do if the student is unable to communicate on their own?

If a student is a non-naïve speaker and is speaking to you through a translator, then you will have to check to make sure that the student has filled out a Request to Share Information form for that translator. If not, then you will not be able to speak with that student until they have filled out the form and submitted it.

Who can I contact at NSCC about FERPA?

Kevin Thomas at Kevin.Thomas@nsc.edu is the primary contact person.

Request to Share Information form

<https://s3.amazonaws.com/nscce.edu/PDFs/student-services/RequesttoShareInformation.pdf>



Member of



Records Office Nashville State Community College
120 White Bridge Road
Student Services Building Suite 207
Nashville, TN 37209
615-353-3218
Fax: 615-353-3302

Request to Share Information forms must be accompanied by a valid photo ID if mailing or faxing the form. Students submitting the form in person must be prepared to show a valid photo ID.

Our office will require that the student be the one to submit the form.

Student's Name _____

Student ID: _____

I know that the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), protects the privacy of my student educational records and limits access to the information contained in those records.

I have indicated below the individual(s) who may have information from my educational records.

1. Name/s _____
Relationship to Student _____
Address _____
Phone _____

If they ask, I approve the above named individual(s) to be informed about (initial all that apply).

_____ my grades _____ my academic standing
_____ my major _____ my graduation status
_____ my enrollment

Student Signature _____ Date _____

Processed by _____ Date _____

Student ID viewed by _____ Date _____

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