Viewing FERPA Statements in the Faculty Center

1. In the Faculty Center, click the Class Roster tab.

   ![Class Roster Tab](image1.png)

2. Click the View FERPA Statement link. This will display the FERPA Statement page.

   ![FERPA Statement](image2.png)

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**FERPA Message for Instructor/Advisor**

**FERPA Restrictions**

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

**U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)**