



FERPA

QUICK REFERENCE

FOR TA'S AND INSTRUCTORS

A Brief Overview

FERPA is a federal law that protects the privacy of student educational records. The law also details use and release of student records.

Remember these key points:

- A student owns their information.
- UArk is a custodian of student information.
- You are responsible for safeguarding private student records and information.



Rules and Exceptions



FERPA guidelines protect:

- transcripts
- applications
- personnel files
- financial information
- records containing individually identifying information
- personal conversations

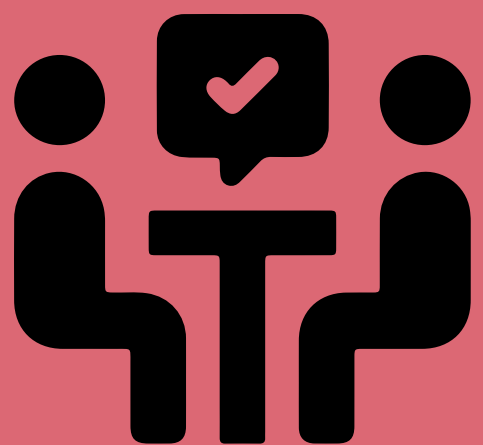
Records can be released without written consent to:

- people with legitimate educational interests
- people reviewing information for financial aid
- people with judicial, legal, or health and safety interests

Your Responsibilities

As a GA or Instructor in the PRC, you should:

- **keep paper records secure** (keep for one academic year, then place in container intended for secure record disposal)
- **keep electronic records secure** (do not leave your devices unattended when you are logged into systems containing FERPA-protected information)
- **keep discussions about sensitive information private** (ask the PRC if you need help finding space for a private meeting)



FERPA IN THE WRITING CLASS

Do not post grades with names, Social Security numbers, or in alphabetical order.

Post grades using an ID kept between you and the student.

Return an assignment only to the student who wrote it.

Return assignments in-person with great care for student privacy.

Use web-based tools with a security layer (UArk email, Blackboard)

Disclose only personal observations in a recommendation letter unless you have written permission from the student.

More questions?
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