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 to people...
- with legitimate educational interests
- reviewing information for financial aid
- 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 **dispose of securely**)
- **keep electronic records secure** (do not leave your devices unattended when you are logged in)
- **keep discussions about sensitive information private** (ask if you need 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.