FERPA PROCEDURES

Scope: Residential Life

Issued: June 1, 2012

Revised: June 16, 2015

I. Purpose

II. Policy


Process Owner: Any staff member who has access to student records

Functional Areas Involved in Administering Process:

- Residential Life and Education
- Financial and Human Resource Services
- Communications and Administration

Process Customers:

Students
Parents/ Guardians
Lawyers/ References
External Stakeholders

Process Goals:

- To protect the rights of students and to ensure the privacy and accuracy of education records.

Information Used in Developing Goals:

- Information posted on the LSU’s Office of University Registrar Website
Process Map:

1. Understand what information a staff member can share or distribute with others about a student. Staff members are only allowed to share Directory Information which includes the following:
   - Student’s name, local address, and telephone number
   - Student’s home address
   - Student’s e-mail address
   - Student’s major field of study/classification
   - Student’s participation in officially recognized activities and sports; weight and height of members of athletic teams
   - Dates of student’s attendance
   - Degrees, awards, and honors received by student
   - The most recent previous educational institution attended by the student

2. A staff member will not disclose any other information without written consent from the student. Also, a student has the right to restrict his/her directory information. If this is the case, you will see a special overlay screen on mainframe. At that time your response should be “I am sorry, I do not have any information on any such person.”

3. For any situation that a staff member is unsure about, additional information may be obtained by calling the Office of University Registrar at 225-578-1690.

4. Student’s may elect to waive their FERPA rights to certain individuals and can do so by completing and signing the FERPA release form available from Associate And Assistant Directors in Residence Education.