

# Texas County Technical College/Bolivar Technical College

## Confidentiality and Privacy Information – FERPA

### What is FERPA?

**The Family Educational Rights and Privacy Act of 1974**, as amended, also known as the Buckley Amendment, is a federal law that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level.

### What is an Education Record?

An education record is any record directly related to a student that is maintained by an educational agency or institution, or by a party acting for the agency or institution.

Examples of an education record include, but not limited to:

- Biographical information including date and place of birth, gender, nationality, information about race and ethnicity, and identification photographs
- Grades, test scores, evaluations, courses taken, academic specialization and activities, and official communications regarding your status
- Coursework including papers and exams, class schedules, as well as email or recorded communications that are part of the academic process
- Disciplinary records
- Financial aid and financial aid records
- Clinical/Externship records

Education records do *not* include:

- Sole possession records that are used only as memory aids and not shared with other
- Law enforcement unit records
- Employment records, unless the employment is dependent on the employee's status as a student
- Medical records
- Records that only contain information about an individual after he/she is no longer a student at that agency/institution

### What is Personally Identifiable Information?

Personally identifiable information is any information – directory and non-directory information – easily traced to the student, and may include name, name of parents or family members, address, social security number, a list of personal characteristics or any other information that clearly distinguishes the student's identity.

### What is Directory Information?

Directory information is the information available about a student that is not considered harmful or an invasion of privacy if disclosed. While FERPA and state law protect the privacy of education records, directory information is not treated as confidential and may be disclosed by the institution without

student consent unless the student requests a privacy hold. At TCTC/BTC, the following has been designated as directory information:

- Student name
- Class and college
- Local and permanent addresses
- Telephone number(s)
- Email address
- Enrollment status
- Most recent previous educational institution attended
- Dates of attendance at TCTC/BTC
- Major
- Degrees earned
- Nature and place of employment at TCTC/BTC
- Honors and awards received

*What is Non-directory Information?*

Non-directory information refers to information that generally cannot be released without the student's consent. This includes:

- Birth date
- Religion
- Citizenship
- Disciplinary status
- Ethnicity
- Gender
- GPA (grade point average)
- Marital status
- Social security number
- Grades/Exam scores
- Standardized test scores
- Actual number of hours enrolled