

Often asked and heavily emphasized FERPA Facts for Faculty and Staff

CANNOT use the Social Security Number for Verification Purposes; and the UT Tyler Student Identification Number must not be linked to a student's SSN or their name/Patriot Email address in any form of public posting. This includes announcements made within Canvas, other forums/sites, bulletin boards, attendance rosters, or any other digital/physical location accessible to other students or third parties.

It is a FERPA Violation to expose students' grades to their classmates by leaving graded tests or assignments in a stack for students to sort through, allowing students to distribute graded materials to their classmates, or otherwise publicly posting grades.

A student's class schedule is part of the education record and cannot be disclosed unless an exception applies.

A student's consent must specify the education records and purpose of the disclosure, must be turned in and verified by Enrollment Services, at the One-Stop.

Directory information may be disclosed without consent if the student has not opted out.

If a student is attending a post-secondary institution — at any age — the rights under FERPA transfer to the student with respect to that institution's education records.

Providing anyone with lists of students enrolled in your classes for any commercial purpose.

Grades and Library books on walls: Since the library records are directly related to a student and are maintained by the school's library, they would probably be considered education records protected by FERPA. It is a Violation.

Use of Peer Grading: Use of the peer-grading exercises to encourage discussion and with no intention of collecting the graded assignments to retain as part of the school's records, mean they are not protected by FERPA. The U.S. Supreme Court found that peer grading doesn't violate FERPA, concluding that, "The word 'maintain' suggests FERPA records will be kept in a filing cabinet in a records room at the school or on a permanent secure database . . ." [Owasso Independent School District v. Falvo (USSCt 2002) 534 U.S. 426]

If you are ever in doubt, do not release any information until you contact the Office of the Registrar or Enrollment Services via Records@uttyler.edu.
