

The Lane Community College
Top Ten
"Most Important Things to Remember About FERPA"
List

10. The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review educational records, the right to seek to have the records amended, and the right to have some control over disclosure of information from the records.

9. If asked where one can read Lane's policies on FERPA, the release of directory information, or how to restrict one's directory information, direct them to the following references: Lane's COPPS website, specifically listing our FERPA policies: <http://www.lanecc.edu/copps/documents/release-student-records> and in the Policies and Procedures section of the college catalog.

8. Because a student's "L" identification number listed in alphabetical order by the student's last name can easily be traced to a student's identity by referencing the alpha name list, grades may not be posted by the "L" student identification number. Grades may be posted using the last four digits of the "L" student identification number, as long as the list is **NOT** in alphabetical order.

7. "School Officials" at Lane are defined as those members of the institution who act in the student's educational interest within the limitations of their "need to know." This may include faculty, administrators, classified employees, student employees and/or part-time employees who manage student education record information. It also includes contracted outside entities performing functions otherwise completed by the college.

6. Lane Community College has designated the following items as directory information. (This is information that can be given out to any requester, provided that a confidentiality restriction has not been placed on the individual's record.)

Student name(s)
Degree program and major
Participation in officially recognized activities/sports
Weight and height of athletic team members
Dates of attendance (not daily, but whether they are enrolled full or part time currently or dates that student attended)
Degrees and awards received
Most recent previous school attended and photograph
Enrollment status (full-time/half-time only)
Date of graduation
E-mail address

5. If a student has used myLane to update their Student Information Release information which allows them to add or remove the release of directory information and/or to provide a special student release password that populates Native Banner, if restricted, it will be flagged on every student module form in Native Banner and in myLane on class lists with the word ***Confidential***. Absolutely NO information can be released except to individuals presenting the current password or unless the student appears in person with a present photo ID. If the person is calling and there is a restriction on their record you must say: "THERE IS NO INFORMATION AVAILABLE ON THAT PERSON."

4. SPECIAL "DON'TS" FOR FACULTY AND STAFF

To avoid violations of FERPA rules, DO NOT:

- Use any or part of the Social Security Number to verify a student's identity to release directory information or confirm the identity of a student
- Require students to disclose personal information such as phone number and e-mail address to another student.
- Never ask a student for their myLane Passphrase or accept it if offered under any circumstance.
- At any time use a student's "L" student identification number in a public posting of grades, including an electronic environment or link the name with the "L" number.
- Post grades in a web environment which does not require a secure password which might allow a student access to another student's educational records (grades).
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- Take photographs or take video without permission from students in the class.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus. This includes non-Lane Community College police enforcement, attorneys, or non-Lane employees, unless directed by college staff that there is a Health or Safety Emergency.
- Talk to any investigators, reporters or individuals inquiring about the student without specific written permission from the student.

3. As an employee of Lane Community College you have a responsibility to protect all educational records in your possession. Do not allow any students or other non-school officials to view, read, or record FERPA protected information while in your workspace.

2. Employees at Lane Community College who are parents, spouses, partners, friends or relatives of any kind, of a Lane Community College student, do not have access to information on these students beyond directory information. All transactions by employees on their own records or on their own college accounts (examples: payments, registration, etc.) must be conducted in MyLane; and they may not access, modify, or delete the administrative or student records of their family or household members.

If you are feeling pressure to comply with a request for information beyond that which can be given out, refer the requester to Helen Faith, Director of Financial Aid.

And the number one Most Important Thing to Remember About FERPA is:

1. When in doubt, don't give it out! Contact Helen Faith, Director of Financial Aid, 541-463-5266 or e-mail faithh@lanecc.edu to review the specifics of your individual question or scenario.