

FERPA for Faculty & Staff

A short course on the Family Educational Rights and Privacy Act of 1974

- An “educational record” includes any records that are:
 1. Directly related to a student; and
 2. Maintained by an educational institution or a party acting for the educational institution.
- Faculty and staff may disclose the following directory information upon request unless the student has submitted written notice to the University requesting nondisclosure. Please refer requests to Enrollment Services to check nondisclosure.
 1. Student’s name(s)
 2. Local and permanent address and phone numbers
 3. Email address
 4. Photograph
 5. Date of birth
 6. Dates of attendance
 7. Class
 8. Degrees and awards received
 9. Major or field of study
 10. Previous institutions attended
 11. Participation in officially recognized activities
- Other information and education records may be released with the student’s written consent. Such written consent must:
 1. Specify the records to be released,
 2. State the purpose for the disclosure,
 3. Identify the party or class of parties to whom disclosure may be made, and
 4. Be signed and dated by the student

****Student should give you either; Letter of Reference Request form or Release of Information form, both are on Connections.**

To fulfill the requirements for compliance with the Act, Pacific Northwest University of Health Sciences must prevent improper disclosure of personally identifiable information from educational records, provide students with the right to review and inspect their educational records within a reasonable time but not more than 45 days from the day the University receives the request, provide students the opportunity to challenge the contents of their educational records, and maintain adequate records of requests for and disclosures of information. Students do not have the right to review confidential letters of recommendation.

- Pacific Northwest University of Health Sciences will disclose information from a student’s educational records only with the written consent of the student, except:
 1. To school officials who have a legitimate educational interest in the records.
 2. To officials of another school where the student seeks to enroll or transfer.
 3. To certain officials of the U.S. Department of Education and state and local educational authorities in connection with certain state or federally supported education programs.
 4. In connection with a student’s request for or receipt of financial aid as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. To accrediting organizations to carry out their functions.
 6. To comply with a judicial order or a lawfully issued subpoena provided that the institution makes a reasonable attempt to notify the student in advance of compliance.
 7. To appropriate parties in connection with an emergency if necessary to protect the health and safety of a student or other individuals.