

Reference Chart: Release of Student Education Records under FERPA

Unless the following conditions are met, personally identifiable information from a student's education record should not be disclosed or accessed.

REQUESTER	STUDENT REQUESTS HIS/HER OWN RECORDS	PARENT OR GUARDIAN	FACULTY OR OTHER SCHOOL OFFICIAL	OTHER PARTIES SEEKING INFO
DEFINITION	Any person who attends or has attended the university.	Natural parent, guardian, or individual acting as parent in the absence of a parent or guardian. (<i>NB:</i> Parents or guardians have no <i>*right*</i> to access for records of postsecondary students.	A person who needs the record to perform their job. See (B) for details.	Includes media, courts, lawyers, educational authorities, lending institutions, educational agencies or institutions, and alleged victims of crimes of violence.
ASK TO SEE ID	Yes, check ID. Also, have student sign and date request form. Electronic request must meet process.	Check to verify that the student is a tax dependent of the parent <i>or</i> has signed a release . Release info is kept in Cardinal Station. See star icon. Click to obtain more info. See exceptions below.	No, unless doubt as to the official's identity.	Yes, if release of record depends on identity/role.
VERIFY NEED TO KNOW	N/A	N/A	Yes, verify their legitimate educational interest (D).	Yes, unless they have student's written permission.
CONSULT WITH GENERAL COUNSEL	No, unless questions arise regarding the request.	No, unless questions arise regarding the request.	No, unless questions arise regarding the request.	Yes, for subpoenas, or other legal process, student disciplinary records, or outsourcing student record information per a contract or collecting student data per a survey.

OBTAIN WRITTEN PERMISSION FROM STUDENT	Yes, to the extent that the student is required to provide a signed request form. Electronic release must be governed by process meeting law.	No, if student's dependency has been verified. Yes, if student is not a dependent. Exception for under 21 w/ alcohol/drug or legal violation. No, if health/ safety exception.	Not necessary if official has a legitimate educational interest. Not needed if health/safety exception.	Yes, unless the request falls within exceptions to release of information (C) or is directory information (E).
EXPLAIN RE-DISCLOSURE LIMITS	No	No	Yes	Yes
RECORD REQUEST & ACTION TAKEN IN STUDENT FILE	No	Yes	Keep a record in the student's file only when the request for access was denied.	Yes. Exceptions are written consent from student; directory information or subpoena prohibiting disclosure of the request to student.
MISC.	Student has no right to confidential letters of recommendation, confidential financial information of parents, or those items not defined as education records (A).	Check to see if the student is a tax dependent of either parent. Both parents have equal access, even if divorced/ separated.	Consult with supervisor or University Registrar if doubt as to legitimate educational interest. Office of General Counsel can provide guidance.	For directory information, be sure to check whether student has requested non-disclosure of such information.

See below for definitions of (A), (B), (C), (D) and (E).

If record contains personally identifiable information on other students, delete that information before disclosing the record.

Written consent must specify: 1) records to be disclosed; 2) purpose of disclosure; and 3) party or class of parties to whom disclosure may be made.

This chart is intended as a supplement to [CUA's Student Records Policy](#) and should only be used after reading the full policy.

SUMMARY DEFINITIONS

(Read the [CUA's Student Records Policy](#) for Detailed Definitions)

A. Education Records include any and all records in any medium maintained by CUA which is directly related to a student except the following:

- CUA law enforcement records;
- Employment records where employment is not connected to student status;
- Medical and mental health records used only for treatment of the student;
- Faculty and staff personal records not shared with others and in the sole possession of the maker;
- Alumni records which do not relate to or contain information about the person as a student; and
- Peer grading records

B. School Official

- A person employed by the university in an administrative, supervisory, academic or research, or support staff position.
- A trustee or outside contractor such as health or medical staff, an attorney or auditor acting as an agent for the university.
- Students, alumni or others serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

C. Additional Parties/Times When Education Records May Be Released Without Written Permission

- To officials of another school, upon written request, in which a student seeks or intends to enroll. The student shall receive notification of the disclosure unless the student initiated the disclosure.
- Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954. In case of divorced or separated parents, if either parent claims the student as a dependent for tax purposes, then both parents may have access to the education records. Parents are not entitled to confidential financial records of the other parent.
- University has discretion to disclose final results (when a violation is found) of a disciplinary proceeding involving a crime of violence or statutory rape or incest the name of the student, violation committed, and sanction imposed. No other student names may be disclosed w/o written consent.
- University **must** disclose final results of a disciplinary hearing when the crime is one of violence or statutory rape or incest to accuser and accused. Both the accuser and the accused shall be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.
- **Appropriate persons, in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or others.**

- To U.S. Attorney General investigating federal legal requirements, Comptroller General, or Secretary of Education, subject to conditions 34 CFR 99.35.
- To comply with a judicial order or lawfully issued subpoena, provided the university makes a reasonable effort to notify the student first, unless the university receives a federal grand jury subpoena or other subpoena for law enforcement prohibiting notification. The Office of General Counsel must be consulted prior to release of the record.
- The University has the discretion to disclose, to any parent or legal guardian of a minor student, information about a violation of any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to such use or possession.

D. Legitimate Educational Interest. A school official has a legitimate educational interest in the education record and may be permitted access if the official is:

- Performing a task that is specified in his or her position description or contract agreement; related to a student's education; or related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.

The record custodian will determine whether a legitimate educational interest exists, whether the school official has a legal right to know, on a case-by-case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains written consent from the student, or the concurrence of a supervisor or other appropriate official that the record may be released. Consult with the Office of Enrollment Services at tel. 202-319-5300 or the General Counsel at tel. 202-319-5142.

E. Directory Information

The following data is considered to be directory information and may be given to an inquirer, either in person, by mail, or by telephone, and may be otherwise made public unless the student has requested that the Registrar place a hold on his/her directory information: name of student, address (both local, including e-mail address and permanent), photograph, dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. A hold on directory info is shown by a drawn window shade in Cardinal Station. (see top right of screen)