

## FERPA QUICK QUIZ

1. If a student's parent calls asking how a student is doing in a class, can you give out that information?

Yes

No

2. You receive a call from a recruiting firm asking for names and addresses of students with a GPA of 3.0 or better. They say they have good job information for these students. Can you help these students get jobs by giving out this information?

Yes

No

3. A person comes up to you with a letter containing a signature that gives consent to the release of the transcript of a student. Do you give the transcript to them?

Yes

No

4. You receive a phone call from the local police department indicating that they are trying to determine whether a particular student was in attendance on a specific day. Since they are in the middle of an investigation are you allowed to give them this information?

Yes

No

5. You get a frantic phone call from an individual who says the he is a student's father and must get in touch with her immediately because of a family emergency. Can you tell him when and where her next class is today?

Yes

No

6. Is it OK for professors to leave exams, papers, etc. outside their office for students to pick up?

Yes

No

7. An unauthorized person retrieves information from a computer screen that was left unattended. Under FERPA, is the institution responsible?

Yes

No

## ANSWERS TO FERPA QUICK QUIZ

1. No  
Even though the person may be a parent you must assume that the student is an adult. You cannot give out that grade or any other personal information.  
**\*General Rule**  
***You must assume that the students an adult who is entitled to privacy, even from parents. Parents may assert their rights to the records if the student is dependent according to the tax code.***
2. No  
While we all want to help students to get good jobs that request should be sent to the appropriate office.  
**\*General Rule**  
***Do not give out student records to anyone outside the University without prior written consent of that student. In this case you should send this request to the campus placement office or provide these students with the contact name and the request.***
3. No  
It is the responsibility of the Registrar's Office to provide this service.  
**\*General Rule**  
***In almost all cases, unless it is your job function, do not give out any records to a third party. You should refer their request to the Registrar's Office.***
4. No  
There must be subpoena presented to you to access this information. If pressured to respond to the subpoena immediately FERPA requires notification of the student, unless it is specially stated on the subpoena that the student must not be notified.  
**\*General Rule**  
***There must be prior written consent or a legally binding subpoena. SHOULD YOU BE SERVED WITH A SUBPOENA, CONTACT THE REGISTRAR'S OFFICE OR DEAN IMMEDIATELY.***
5. No  
For the safety of the student you cannot tell another person where a student is at any time.  
**\*General Rule**  
***When this situation arises contact Student Services.***
6. No  
That is a violation of the privacy rule because it is inappropriate for students to have access to other students' information.  
**\*General Rule**  
***You cannot leave personally identifiable materials in a public place.***
7. Yes  
That is a violation of the privacy rule because it is inappropriate for students to have access to other students' information. Information on a computer screen should be treated the same as printed reports.  
**\*General Rule**  
***The medium in which the information is held is unimportant. No information should be left accessible or unattended, including computer displays.***

**ACKNOWLEDGEMENT OF TRAINING  
MSU – GREAT FALLS COLLEGE OF TECHNOLOGY  
Ethical Dimensions of College and University Teaching  
Family Educational Rights and Privacy Act (FERPA)**

**CONGRATULATIONS!**

**You have completed the training on Ethical Dimensions of College and University Teaching and FERPA. Please sign below and return to the Coordinator of Adjunct and Outreach Services so it may be placed in your faculty file.**

My signature below acknowledges that I have completed the Ethical Dimensions of College and University Teaching and FERPA training for faculty at MSU – Great Falls College of Technology.

\_\_\_\_\_  
Name of Faculty  
*(Please Print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

