FERPA Reminder: Be Aware Before You Share

The Office of Privacy Protection & Management reminds you to “be aware before you share” when it comes to student information. It is important that we all do our part to protect student privacy.

WHAT IS FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students certain rights with respect to their education records.

Employees who work with students and their information (i.e. as “school officials”) are required to protect student records and the information those records contain and only share such information in accordance with FERPA’s requirements.

The protocols required by FERPA apply to ALL of our students on all campuses in all programs, including non-degree and non-credit courses.

The University’s FERPA policy provides information as to what FERPA requires of us as school officials. We encourage you to read the policy and pay close attention to the key refreshers outlined below.

WHAT IS AN EDUCATION RECORD?

Any record (in any format or medium) in which a student can be identified and that is held by the University.

WHAT IS PRIOR WRITTEN CONSENT (PWC)?

In most cases, we need prior written consent to share education records or discuss information from those records.

This means we need a student’s explicit permission in writing before we can share or discuss student information. PWC can be obtained in various ways:

- Email from UConn email account
- Release form (Linked Below)
- Letter with a signature
- Additional online tools (Linked Below)

ADDITIONAL RESOURCES

FERPA WEBSITE | RELEASE FORM | ONLINE TOOLS

Need Further Assistance?
The Office of Privacy Protection & Management

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