

## Advising Guidelines for FERPA

*The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 sets forth requirements regarding student records, including the release and access to records. For specific information on FERPA and CSU's policies, visit the following websites:*

Registrar's Page: <http://www.registrar.colostate.edu/student-privacy-ferpa-policies>

FAMweb on Registrar's Page: <http://www.registrar.colostate.edu/famweb-fags>

General Catalog: <http://www.catalog.colostate.edu/FrontPDF/1.6POLICIES1112f.pdf>

### Advising Tips:

- Encourage communication between parent(s) and the student. It is acceptable to discuss general policies and guidelines with parents, but the purpose should be to give them tools for understanding how to talk to their son/daughter. Make sure that you document your conversation in SAN, and be specific about what you told the parent(s).
- Suggest that family members have a conversation with their student about FAMweb, the system that enables students to designate who they want to have secure online access for viewing selected educational records. Access to families and trusted individuals is granted by the CSU student only. See website listed above for further information. If parents insist on speaking with someone else, refer them to the Registrar's Office at 970-491-4860 for additional options. *(It is possible the circumstances may allow for a Parent Affidavit to be signed for a release)*
- If you receive an inquiry from a parent on a student record we encourage you to follow-up with the student as soon as possible. Encourage him/her to talk to parent(s) about grades, probationary status, etc. It may be helpful for the student to rehearse what he/she will say with you before talking to their parent(s).
- Don't pull up the student's transcript and other records when talking to the parent. This alleviates the temptation to share information that you should not disclose and keeps you from accidentally giving out details.
- Do not assume that a student and parent have discussed grades prior to a joint appointment. Be sure to ask the student if she or he is comfortable discussing grades or academic probation.
- As a last resort when speaking with a parent, you may suggest they contact their student to verify that you have his/her permission to discuss specifics with them. However, permission must be granted in writing on the "Student Permission to Release Academic Records" form available on the Registrar's website under "Registrar's Forms." Signed faxed copies are acceptable.