

CONFIDENTIALITY OF INFORMATION

FERPA (Family Educational Rights and Privacy Act)

FERPA restricts access to and disclosure of information from students' educational records without the written consent of the student, except for certain information that is considered "Directory Information."

<https://www.davidson.edu/offices-and-services/registrar/ferpa>

OK TO RELEASE (Directory Information)

- * student name
- * Davidson College ID number
- * (home & local address) – see below right
- * home & local email address
- * home, local, and cell phone number
- * eating house affiliation
- * enrollment status & anticipated date of completion
- * class (year in school)
- * photographs & videos
- * weight and height of members of athletic teams
- * major/minor/interdisciplinary minor field of study
- * dates of attendance
- * degrees, honors, and awards received
- * the most recent institution attended
- * participation in activities and sports

DO NOT RELEASE

- * Social Security numbers
- * grades
- * GPA
- * schedule
- * parent name
- * parent address
- * parent phone number
- * date of birth
- * sex or gender
- * ethnicity and religion
- * citizenship or immigration status
- * Although local (campus) address technically is directory information, we advise against releasing it to anyone who is not a Davidson staff member or student

Confidentiality Hold

Students may withhold the release of Directory Information by placing a Confidentiality hold on their records through the Registrar's Office. This hold appears on forms with the word CONFIDENTIAL. When you see the word CONFIDENTIAL you may not release any of the student's information to outside sources, even directory information.

- As of Today – No current Davidson College student has a Confidentiality Hold on their record

Other Items to Keep in Mind

E-Mails to a third party about a student are considered part of the student's academic record

As a "school official", if you have a "legitimate educational interest" in knowing protected pieces of student data, please request this information through the Registrar's Office. Once you have this report, please do not re-release to another party.

Even though many student data items are o.k. to release, use common sense when deciding if you should.

Email Signature

When setting up your email, consider adding the text below as part of your signature. It will serve as a reminder to both you and the recipient to be mindful about the information you choose to share electronically.

This email message (including any attachments) is for the sole use of the intended recipient(s) and may contain confidential information covered under the Family Educational Rights & Privacy Act (FERPA). If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this message (including any attachments) is strictly prohibited. If you have received this message in error, please destroy all copies of the original message (including attachments) and notify me immediately by reply email message or by telephone at *[add your phone number]*. Thank you.

Questions? E-mail registrar@davidson.edu