

FERPA

The Family Educational Rights & Privacy Act (FERPA) <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> is a 1974 federal law designed to protect the privacy of students. In very general terms, FERPA gives college students the rights to:

1. Control the disclosure of their “education records” to others; and
2. Inspect and review their own “education records”

Unlike at the primary and secondary school level, these rights belong to the student, and not to the student’s parents or legal guardians, regardless of the student’s age. The term “education records” includes almost all information we maintain about our students including course schedules, grade reports, bursar’s bill, student financial aid, academic information and disciplinary records. Medical information is protected by federal and state law and cannot be obtained without the student’s express written consent.

How can I access my student’s education records?

There are three ways to access your student’s FERPA protected records:

1. Have your student provide the records to you directly.
2. Have your student provide the University with written consent to release the records to you by signing a FERPA Release Form <http://www.units.muohio.edu/sfa/pdf/FERPA0607.pdf> and filing it with the Office of the Bursar, Student Financial Assistance, or Registrar.
3. Provide the University with proof that your student is claimed as a dependent for federal income tax purposes by providing the first page of your IRS tax return for the current year showing your student is claimed as a dependent along with Part B of the FERPA Release Form **signed by you.** **This form must be filed with ONE of these offices on an annual basis.**

To request copies of the Bursar's bill:

Fax (513/529-8788) or mail to the Office of the Bursar (Miami University, 301 South Campus Avenue, Suite 107, Oxford, Ohio 45056-3439) a request for the bill that includes your full name and address; student name, Banner ID number, and birth date; information requested (which semester), and your signature.

To request copies of grade reports:

Fax (513/529-8755) or mail to the Office of the Registrar, (Miami University, 301 South Campus Avenue, Suite 110, Oxford, Ohio 45056-3433) a request for grades that includes your full name and address; student name, Banner ID number, and birth date; grade information requested (which semester), and your signature.

To request copies of Student Financial Assistance information:

Fax (513/529-8713) or mail to the Office of Student Financial Assistance (Miami University, 301 South Campus Avenue, Suite 121, Oxford, Ohio 45056-3427) a request for financial assistance information that includes your full name and address; student name, Banner ID number, and birth date; information requested (which semester), and your signature.

How can I access disciplinary records?

Your student must sign the Office of Ethics and Student Conflict Resolution's (229 Warfield Hall, Miami University, Oxford, Ohio 45056) FERPA release form. After the form is signed, you may receive copies of your student's disciplinary records.**

How can I access medical records?

For release of medical information, your student must sign a medical information release form in the Student Health Center. This form must be completed each time a student visits the Student Health Center.

*** FERPA permits Miami to automatically notify parents and guardians when a student under the age of 21 is found responsible for violating University rules governing the use or possession of alcohol or drugs. The Office of Ethics and Student Conflict Resolution mails the notice to the student's home address.*

THE FERPA RELEASE FORM AUTHORIZES THE RELEASE OF INFORMATION FROM THE BURSAR, REGISTRAR, AND STUDENT FINANCIAL ASSISTANCE. A SEPARATE FERPA RELEASE FORM IS REQUIRED TO ACCESS DISCIPLINARY RECORDS.