

## Registrar Table Talk

### True or False:

- Can you provide information to a parent who calls asking about their son's/daughter's living situation at the dorms?
- You get a frantic phone call from an individual who says that he is a student's father and must get in touch with her immediately because of a family emergency. Can you tell him where her room is or where her next class meets?
- You receive a phone call from the local police department indicating that they are trying to determine where a particular student was in attendance on a specific day. Since they are in the middle of an investigation, should you give them this information?

**The main rule of thumb, your office is not responsible for this information and in any situation, you should forward the call to the Campus of Life or the Registrar's Office.**

### Statement:

FERPA is simply the rules for protecting a student and their information

Bottom line- keep information as private as possible

- Every person in the room is considered a school official and must act responsible for safeguarding students personal identifiable information
- Lock your computer and stow away personal files if you leave your office door open
- FERPA starts as soon as the student is in the seat of the class on day one and lasts forever until the student is deceased.
- A student record is anything that exists on paper, email, Moodle, MyWagner, and a variety of media that is found with a student's name on it.

### Things to know:

- Every year we notify students at the first orientation as matriculated students and through our March registration period of Wagner's policy.
- The Registrar's Office states that a signed authorization must be collected as permission to discuss or share with a third party.
- You must develop a retention schedule of the information residing in your personal possession. When in doubt...contact the Campus of Life or the Registrar's Office

## **FERPA** Family Educational Rights and Directory Information and Parental Notification

Annually, Wagner College will inform students of the Family Education Rights and Privacy Act of 1974, whereby the college will comply fully, which was designed to protect the privacy of

educational records and to afford students certain rights with respect to their educational records. In brief:

- The right to inspect and review records within 45 days of request.
- The right to amend the student's education record that is believed to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's records.

### Wagner's Directory Information

Wagner, at its discretion, may release public or directory information in accordance with FERPA. The College defines public directory information to include:

- Name
- home and permanent address
- home and cell phone number
- email address
- Major, minor and/or concentration
- class level
- co-curricular activities
- dates of attendance
- enrollment status
- cumulative credit hours
- Degrees dates
- Graduation distinctions received
- College-sanctioned photographic imagery