

Family Educational Rights and Privacy

Information About FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - To school officials with legitimate educational interest
 - To other schools to which a student is transferring
 - To specified officials for audit or evaluation purposes
 - To appropriate parties in connection with financial aid to a student
 - To organizations conducting certain studies for or on behalf of the school
 - To accrediting organizations
 - In compliance with a judicial order or lawfully issued subpoena
 - To appropriate officials in cases of health and safety emergencies
 - To State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

What is "Directory Information"?

Consistent with FERPA guidelines, The University of Texas at Dallas has designated the following items as Directory Information:

- Name
- Local Address
- Permanent Address
- Addresses for Mail Lists
- Telephone Number
- Sex
- Race
- Nationality
- Date of Birth
- Place of Birth
- Parents' Name
- Parents' Address
- Class Schedule
- E-Mail
- Credit Hours from Other Schools
- Dates of Attendance
- Major
- Classification
- Degrees Awarded
- Honors
- Awards
- Class Standing
- Previous Institution Attended
- Photograph
- Weight/Height of Athlete
- Sports Participation
- Parking Permit Information
- Judicial Information
- Enrollment Status

Can I, the student, control the release of Directory Information?

Yes, you can restrict the release of Directory Information by completing a form (available in the Registrar's Office). You should carefully consider imposing a restriction on the Directory Information.

How does FERPA impact paying tuition and fees, obtaining student account information or receiving refund checks?

When you conduct business with the Bursar's Office you should be prepared to present photo identification. UTD requires a written consent for release of billing information. The written consent must be signed by you and include a photo copy of your signed picture ID.

Do my parents or other family members have access to my billing and/or education records?

A parent or guardian does not have access to your billing and/or education records without your written consent, unless you are under the age of 24 and were claimed as a dependent on your parent or guardian's most recent tax return. To authorize a person access to those records, a form must be filed with the Office of the Registrar.

To authorize a person for a one time access to your records, you must file out a Third Party Release of Information form. The original form must be signed by the student and be accompanied by a photo copy of their signed picture ID. This authorization is valid one time for a single release of information.

If you wish for your parent or legal guardian(s) to have access to your records for a longer period of time, they must complete and submit a Parent Certification of Dependency Form to the Office of the Registrar to gain access to your account information. The student must be under the age of 24 and claimed on the parent's most recent federal income tax return. The Parents Certification of Dependency Form must be completed by the parent/legal guardian. If both parents wish to have access, their names must be on the most recent federal income tax return and their signatures must also be on the form.

This authorization, if exercised, is valid for one (1) academic year (ending in spring) and must be renewed annually to remain in effect. Renewals must be received by June 15 of the following year.

For additional information about FERPA visit [here](#) or email The University of Texas at Dallas Registrar's Office at records@utdallas.edu.



Finance Division: (972) 883-2612

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