Walla Walla University
FERPA for Faculty and Staff

Posting grades
Do not display student scores or grades in a public place or associate grades with names, Social Security numbers, Walla Walla University I.D. numbers, or any other personal identifiers. This applies to paper, computer, and verbal recording of grades.

Returning graded papers and assignments
Do not place graded papers/exams in publicly accessible places where anyone but the student may be able to see or access the information. Distributing graded work in a manner that exposes the student’s identity or otherwise displays personally identifiable information is a violation of FERPA, regardless of the medium used.

Access to student records
Faculty and staff members are considered school officials, as defined by FERPA. Faculty members are given access to class and grade rosters as well as current advisee information. Beyond this, faculty members must demonstrate a legitimate educational interest in order to receive additional student record access.

When parents request information
From time to time parents will contact instructors, advisors, or other staff members to find out how their student is doing in school. Remember, you are not allowed to discuss anything beyond directory information with the parent unless the student has given permission for the University to discuss non-directory information.

To see if a student has provided Walla Walla with a release, simply go to: myWWU> Main Menu> Self Service> Faculty Center> Academic FERPA Permissions.
Enter the ID number of the student. A message will appear indicating either: a) permission is granted along with whom information can be released to, or b) no permission is granted. Contact Academic Records if you still have questions about talking with a parent.

What is directory information?
FERPA defines directory information as that information included in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. In accordance with FERPA, Walla Walla University designates the following student information as public or directory information. Such information may be disclosed by the institution at its discretion.
### Directory Information

<table>
<thead>
<tr>
<th>Student name</th>
<th>• Campus E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number</td>
<td>• Awards and honors</td>
</tr>
<tr>
<td>E-mail address</td>
<td>• Name of previous educational institution attended</td>
</tr>
<tr>
<td>Class standing</td>
<td>• Denominational affiliation</td>
</tr>
<tr>
<td>Registration status</td>
<td>• Participation in officially recognized co-curricular activities (e.g., music, sports)</td>
</tr>
<tr>
<td>(full-time or part-time enrollment)</td>
<td></td>
</tr>
<tr>
<td>Fields of study (major and minor)</td>
<td></td>
</tr>
<tr>
<td>Degrees and/or certificates (including conferral dates)</td>
<td>• Hometown of participants in co-curricular activities</td>
</tr>
<tr>
<td>Dates of attendance</td>
<td>• Photograph</td>
</tr>
</tbody>
</table>

**Obligation to release directory information**

FERPA states that an institution *may* release directory information. We are not, however, required to do so. If you encounter a situation in which you are uncomfortable providing information, do not do so. If the requesting party is insistent, contact the Academic Records office.

**Recommendation and reference letters**

Do not include any non-directory information in a recommendation or reference letter unless you are specifically authorized to do so by the requesting student. Students must request the release of this information in writing. Release forms are available at:

[http://www.wallawalla.edu/fileadmin/user_upload/academic_records/Permission_for_Release_of_Confidential_Information.pdf](http://www.wallawalla.edu/fileadmin/user_upload/academic_records/Permission_for_Release_of_Confidential_Information.pdf)

If a student has given you written permission, you may release any and all academic information at your disposal. (Keep and file the release document.)

**Student workers**

Student employees of the university are under the same obligation to uphold FERPA rights and regulations as faculty and staff. This obligation is not limited to paid student workers; it also includes students who have access to non-directory information as part of their duties, such as teaching assistants, lab assistants, office personnel, etc.

**Health or safety emergencies**

If non-directory information is required during an emergency, Walla Walla University may release that information if it is deemed necessary to protect the health or safety of the student or other individuals.