## LSCS POLICY ON EDUCATION RECORDS PROTECTED BY FERPA

FERPA protects Personally Identifiable Information in education records of students attending LSCS. All Personally Identifiable Information is confidential and cannot be disclosed, except with the written approval of the student, or unless the information falls within an exception to disclosure. The primary exception is directory information. Directory information includes a student’s: name; address; enrollment status (full-time or part-time); LSCS e-mail addresses; local telephone number; date and place of birth; degrees, honors, and awards received; residency status; academic level; academic major; college; dates of attendance; participation in officially recognized activities and sports; photograph; and most recent educational institution attended.

Requests for all student information must go through Office of Research and Institutional Effectiveness (ORIE):

1. Directory information may be released upon request, but must come through ORIE. A student may opt out of having even directory information disclosed, and only ORIE has that list. There is no need for student consent for directory information.

2. Non-directory information cannot be released without student consent, except under a few exceptions. The exceptions which are most relevant to the protocols submitted to the LSCS IRB are:

* LSCS faculty and staff are considered school officials under the policy, and can have this information released to them but only if it is for a *legitimate educational purpose,* which is defined as *being a requirement to complete their job at LSCS.* Research meant for publication, or for a dissertation or thesis, is NOT defined as *being a requirement to complete their job at LSCS.*
  + Faculty and staff who need information for a *legitimate educational purpose* must obtain the approval of their Dean before having the information released to them
  + Information collected for grants awarded to LSCS is considered to be needed for *a legitimate educational purpose,* and generally the grant would contain FERPA language allowing LSCS to provide the information.
  + Information needed by consultants hired by LSCS may be released when the consulting contract requires the consultant to comply with FERPA requirements.
* Researchers from outside LSCS may only be given directory information from ORIE.

*NOTE: Those considered school officials who want to do their own research using LSCS students may be able to find ways to use aggregated (rather than personally identifiable) information, such as grade distributions (in classes of 10 or more, so no one could be identified), or contact information for students that are enrolled in a program.*