

## FERPA Do's and Don'ts

### ***What does Jefferson College designate as directory information?***

- Name
- Address
- Telephone Number
- Date of Birth
- Jefferson College E-mail Address
- Dates of Attendance at Jefferson College
- Full or Part-Time Enrollment Status
- Major Area of Study
- Participation in Officially Recognized Sports
- Degrees or Certificates Awarded
- Awards Received
- Photograph
- Most Recent Prior School Attended

### ***Does Jefferson College have to release directory information? NO!***

### ***Directory Information that may be released over the phone or in person:***

***\*\*provided the student does not have a confidential hold\*\****

- If a Student is Enrolled at Jefferson College (yes/no)
- Dates of Attendance at Jefferson College (e.g., fall 2012-spring 2014)
- Full or Part-Time Enrollment Status
- Degree/Certificate(s) Awarded
- What Degree/Certificate a Student is Pursuing (Major Area of Study)

### ***Information that may never be released over the phone. This information may be released in person with a photo ID.***

- Student Class Schedule
  - Including classes enrolled, where classes are located, what time classes meet, faculty names, etc.
- Number of Credit Hours Enrolled
- Student Grades
- Student GPA
- Student Attendance
- Student Personal Information (date of birth, SSN, ID#, address, phone number)

***IMPORTANT NOTE: Security questions will no longer be used to verify student identity over the phone.***

***If you are unsure what information may be released in person or over the phone, please contact:***

***Stacey Wilson, Registrar***

***636-481-3207***

***[swilson@jeffco.edu](mailto:swilson@jeffco.edu)***

***Kaysie Watson, Assistant Registrar***

***636-481-3237***

***[kwatson5@jeffco.edu](mailto:kwatson5@jeffco.edu)***