



STATE OF OHIO  
OFFICE OF THE ATTORNEY GENERAL  
JIM PETRO, ATTORNEY GENERAL

## FERPA REFERENCE GUIDE

*A quick reference for  
student privacy matters.*

### ***Have additional questions?***

Connie Klinshirn  
419-267-1329

*have your College Administrator contact:*

***The Ohio Attorney General's Office***  
The Education Section  
30 East Broad Street – 16<sup>th</sup> Floor  
Columbus, Ohio 43215  
(614) 644-7250

***The Family Policy Compliance Office***  
LeRoy Rooker, Director  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-4605  
<http://www.ed.gov/policy/gen/guid/fpco/index.html>

### **Does FERPA apply to YOU?**

- (1) Are you employed by the college in an administrative, supervisory academic, research, or support staff position (including law enforcement and health staff personnel)?
- (2) Are you a member of the board of trustees?
- (3) Are you a company employed by or under contract with the college to perform a special task (such as the attorney, auditor, or collection agency)?
- (4) Are you a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks?

If you answer "yes" to any of the 4 questions, you are a school official.

### **What is an "Education Record?"**

- (1) Is it personally identifiable to a student?
- (2) Is it maintained by the institution?
- (3) Can it be excluded from all of the categories that are not education records (law enforcement records, employment records, etc.)?

If you can answer "yes" to all 3 questions, you have an education record.

### **What is "Personally Identifiable Information?"**

- (1) Does the record contain the name of the student, the student's parents, or other family members?
- (2) Does the record contain the student's campus or home address?
- (3) Does the record contain a personal identifier (such as a social security number or student number)?
- (4) Does the record contain a list of personal characteristics or other information which would make the student's identity easily traceable?

If you answer "yes" to any of the 4 questions, the record contains personally identifiable information.

