Release of Student Information

This flow diagram is designed to help staff ask the right questions about release of student information or any part of the student educational record. If you have any questions please contact the Office of the Registrar (OR).

- **Release is permitted for specified educational purposes**
- **Release permitted, but non-academic units must contact Dean of Students for approval & for mailings to students**

**CAM iii/III-15** For inclusion of student data for larger populations, appropriate approval is needed. College data sets need college approval. Entire campus data sets need registrar approval.
FERPA Directory Information

The primary federal policy governing the release of student information is the Family Educational Rights and Privacy Act (FERPA). The Act allows institutions to define those parts of the educational record ("directory information") which pose minimal risk to the student if released (students have the right to suppress the release of this information).

At the University of Illinois at Urbana-Champaign, the list is as follows:

- Student name, addresses (including e-mail), telephone numbers
- UIN
- Date of admission, date of birth, previous institutions attended
- Attendance site (campus/location), dates of attendance, full- or part-time status
- College, curriculum and major field of study, class level
- Expected graduation date, degrees, honors, certificates received or anticipated
- Eligibility for membership in registered University honoraria
- Participation in officially recognized activities and sports
- Weight and height if she/he is an athletic team member

For students appointed as fellows, assistants, graduate or undergraduate hourly employees:

- Title, appointing department, appointment dates
- Duties, percent time of the appointment

Watch for the "CONFIDENTIAL" indicator in reports and student applications. If the student has elected to withhold directory information, staff are directed to respond to inquiries as follows: "There is no information available for any student by that name."

The University is committed to upholding student privacy legislation, providing best practice in data stewardship, and protecting student information that has been entrusted to our care. This resource provides policy, procedural guidelines, and educational information for all staff who work with the student educational record.

Helpful Links

Student Code 3-601 to 3-609
admin.illinois.edu/policy/code/article3_part6_3-601.html

FERPA Tutorial
www.registrar.illinois.edu/staff/ferpa_tutorial/index.html

Related Links

Complete List of Student Data Policies
registrar.illinois.edu

Freedom of Information Act (FOIA)
www.fs.uiuc.edu/cam/cam/iii/iii-11.html

Division of Management Information
www.dmi.illinois.edu

Institutional Review Board
irb.illinois.edu

Reporting Security Incidents
security.illinois.edu

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