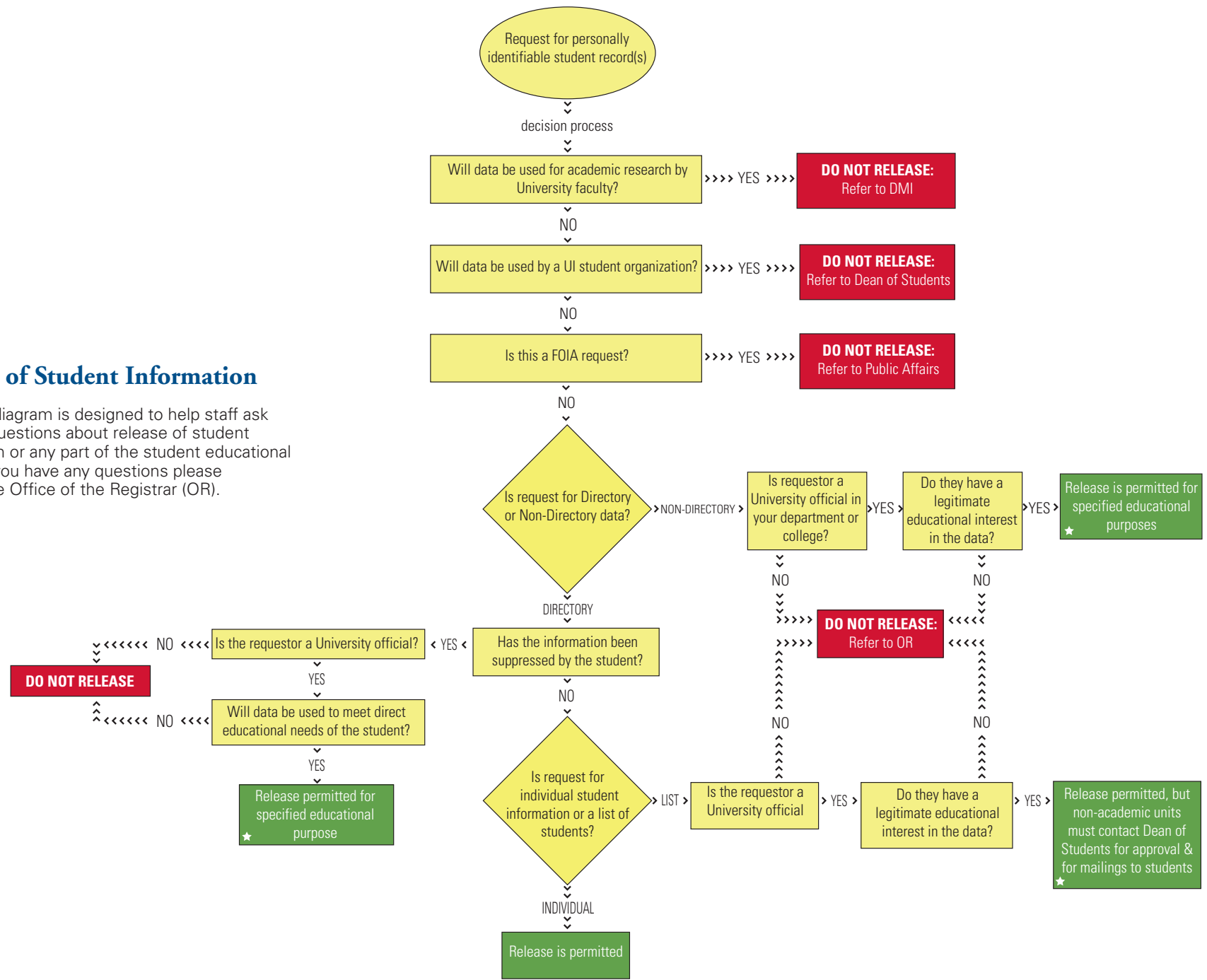


## Release of Student Information

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).



★ Limited to only those records for which there is a legitimate educational need; such as class roster, specific program or departmental data.

**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](http://admin.illinois.edu/policy/code/article3_part6_3-601.html)

### FERPA Tutorial

[www.registrar.illinois.edu/staff/ferpa\\_tutorial/index.html](http://www.registrar.illinois.edu/staff/ferpa_tutorial/index.html)

## Related Links

### Complete List of Student Data Policies

[registrar.illinois.edu](http://registrar.illinois.edu)

### Freedom of Information Act (FOIA)

[www.fs.uiuc.edu/cam/cam/iii/iii-11.html](http://www.fs.uiuc.edu/cam/cam/iii/iii-11.html)

### Division of Management Information

[www.dmi.illinois.edu](http://www.dmi.illinois.edu)

### Institutional Review Board

[irb.illinois.edu](http://irb.illinois.edu)

### Reporting Security Incidents

[security.illinois.edu](http://security.illinois.edu)

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### University of Illinois at Urbana-Champaign

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[www.registrar.illinois.edu](http://www.registrar.illinois.edu)  
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Urbana, Illinois 61801  
[p] 217.333.6565  
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# Student Information Release Guidelines

OFFICE OF THE REGISTRAR