FERPA Compliance

All authorized users of SIS are required to be trained in FERPA.

Student submits written request to have directory information restricted.

SIS is updated to reflect withholding of directory information.

Requests for withholding of directory information are honored as long as the student remains enrolled. Student must submit a written request to cancel the process if they are enrolled.

SIS displays special FERPA warning upon each access.

Registrar runs FOCUS program to generate list of students with active FERPA blocks.

List is distributed to faculty and staff each term.

SIS displays special screen when a student record is accessed.

SIS processing continues without further warnings.

Faculty may request to have certain faculty information withheld in SIS. This is internal only. No faculty information published publicly without Open Records Request/ Subpoena.

Student submits written request to have FERPA block removed.

SIS updated to remove block.

Process ends.