

Parental Access to Children's Education Records

At the postsecondary level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student.

Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena, or (3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form. An institution is not required to disclose information from the student's education records to the parents of a dependent student. It may, however, exercise its discretion to do so.

Reminder to All Employees

If you see this message when you enter a Student ID into any Banner form, you cannot release any information on that student:



* Additionally, if you see the word, "Confidential" on the top left-hand corner of any Banner form, you cannot release any information on that student.

It is a violation of FERPA to discuss a student's record with any person without a legitimate education interest. This pertains to discussions on and off the job.

- Removing any document from the office for non-business purposes is in violation of FERPA.
- Releasing confidential student information (non-directory) to another student, University organization, or any person who does not have a legitimate educational interest, or parents of a dependent student, without the student's written authorization is in violation of FERPA.
- Leaving reports or computer screens containing confidential student information in view of others who do not have a legitimate educational interest in the data or leaving your monitor unattended is in violation of FERPA.
- Making personal use of student information is in violation of FERPA.
- Allowing another person to use your computer access code is in violation of FERPA.
- Putting paperwork in trash with a student's information (i.e., social security or grades) is also in violation of FERPA.

Violation of confidentiality and security may lead to appropriate personnel action.

Questions?

The FERPA campus official at Sam Houston State University is the Registrar. If you have any questions concerning FERPA or what information can or cannot be released, please contact the Registrar's Office. If we cannot answer your question, we will consult the Department of Education.

Registrar's Office
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