

# FERPA Glossary

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## [Directory Information](#)

Under FERPA, the College has the discretion to designate specific student data as public information. This data is defined as “Directory Information” and may be disclosed without the prior written consent of the student. Following is a full listing of student data that the College defines as public information:

- Name
- Address (local/campus and home/permanent)
- E-mail address (institutional and personal)
- Telephone number (local/campus, home/permanent, and mobile)
- Major and Minor fields of study
- Status (including current enrollment, dates of attendance, full or part time, withdrawn)
- Graduation information (including anticipated graduation date, whether a degree was conferred, and/or the degree and date conferred)
- Academic awards received (e.g., commendations, thesis publication information, fellowships)
- Photograph(s) and/or video footage
- Date and place of birth
- Most recent educational institution attended

Please note, the following student data is NOT considered Directory Information:

- Social Security Number
- Student ID #
- Race

- Sex
- Gender
- Religion
- Country of citizenship
- Grades
- GPA

As a matter of institutional practice, Reed College does not release Directory Information to third parties upon request, except as required by law.

Twice a year, students are notified via email of the data defined by Reed College as Directory Information and their right under FERPA to block the release of this information. If you wish to suppress the release of data that the institution defines as Directory Information, please contact the Registrar's office at 503-777-7793 or [registrar@reed.edu](mailto:registrar@reed.edu) and ask for a "Request to Block the Release of Directory Information".

## Education Record

An education record is any record, with certain exceptions (see below), that 1) personally identifies and is directly related to a student or students and 2) is maintained by the institution. Records may be in any format or medium. Examples of education records entitled to FERPA protections include but are not limited to:

- Grades
- Transcripts
- Course schedule
- Most conduct and disciplinary files
- Student account and financial aid information
- Student employment details

Under FERPA, certain records are NOT considered part of the educational record. They are:

- Sole Possession Notes (see below)
- Law enforcement unit records
- Health, medical, counseling, and treatment records
- Alumni records unrelated to the student's academic or student life records
- Employment records, unless the individual is employed as a result of their status as a student

## Eligible Student

FERPA rights are granted to all students that are 18-years and older or who are in attendance at an institution of higher education, *regardless of their age*. Reed defines “in attendance” as being officially registered for a course and the course has begun. FERPA rights continue after the eligible student leaves the institution.

## Legitimate Educational Interest

Access to student data alone does not merit the retrieval, examination, analysis, or distribution of that data; a legitimate educational interest is required. Under FERPA, the College has the discretion to define what constitutes a legitimate educational interest. Reed defines it as follows: A Reed school official has a legitimate educational interest if that official requires access to an education record in order to fulfill their professional duties and responsibilities.

## Sole Possession Notes

Sole possession notes are made by one person as an individual observation or recollection and kept in the possession of the author. As long as these notes remain in the sole possession of the author, they are not considered part of the student’s education record. Once these notes are disclosed to another party (or placed in a physical or electronic location where another party could view them) they cease to qualify as sole possession notes and become a part of the student’s education record. Also, notes composed in conjunction with a student or in the physical presence of a student are not considered sole possession notes.

## Parent

Defined under FERPA as including natural parents, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

## Personally Identifiable Information (PII)

Data or information from which an individual student can be personally identified, including:

- Name of the student
- A personal identifier, such as Reed Student ID # or SSN
- Data or information (particularly in combination) which would make the student’s identity known with reasonable certainty

Data or information is considered de-identified once all PII has been removed.

## School Official

Under FERPA, the College has the discretion to define what constitutes a school official. Reed defines it as follows:

- A person employed by the college in an administrative, supervisory, academic, research, or support staff position—including student employees, campus safety personnel, and health staff
- A person named to the Reed College Board of Trustees
- A person, group, or organization assisting another school official in performing their professional responsibilities or who is employed by or under contract to the College to perform a specific task or tasks
- A student serving as a representative on an official College committee

School officials with access to student education records are expected to complete regular FERPA training. Student employees/committee members and persons, groups, or organizations assisting another school official in performing their professional responsibilities are expected to complete FERPA training and sign confidentiality/non-disclosure agreements.

## Third Party

An individual, group, or organization that does NOT meet the criteria, as defined by the institution, to be considered a Reed College school official (see above). Or a person, group, or organization that DOES meet the criteria to be considered a Reed College school official but lacks a legitimate educational interest. Reed College may not disclose a student's education record to a third party (with certain exceptions) without the prior written consent of the student.