1. **What is FERPA?**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that helps protect the privacy of student education records. FERPA provides students the right to: 1) inspect and review their education records; 2) seek to amend those records; and 3) limit disclosure of information from their education records except in certain circumstances. FERPA applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

2. **Who does FERPA cover?**

FERPA covers any individual who is or has been enrolled at the University and regarding whom the University, or a party acting for the University, maintains education records.

3. **What about after I graduate?**

FERPA covers all education records maintained during the time in which the individual was a student attending the University.

4. **What qualifies as a student education record under FERPA?**

Any record maintained by the institution, or a party acting on behalf of an institution, that contains information that is personally identifiable to a student (in whatever format or medium.) Examples of an Education Record include:

   - Admissions information for students who are accepted and enrolled
   - Personally identifiable information: race, gender, social security number or part of a social security number, grades, GPA, country of citizenship or religion, biometric record (e.g., fingerprints; retina and iris patterns; voiceprints; DNA sequence; facial characteristics; and handwriting.)
   - Grades, test scores, evaluations, courses taken, and communications regarding a student’s status
   - Course work including papers and exams, class schedules, as well as written, email or recorded communications that are maintained by the institution
   - Disciplinary records
   - Students’ financial and financial aid records
   - Internship program records

5. **What about the directory information publicized by the University**

Directory information is not deemed to be protected education records, but you may opt out of routine disclosure of this information at the time of enrollment by selecting the privacy button for directory information. Examples of directory information include:
6. **How can I inspect my education records?**

You may obtain access to your education records by specifying in writing the records you wish to view through the Office of General Counsel on the *Student Education Request Form*. Generally, records will be made available within 45 days of receipt of the written request.

Please note:

- Letters of recommendation will not be released if right was previously waived.
- Transcripts may be requested directly from the Office of the Registrar.
- Only Notre Dame transcripts will be released upon request; non-Notre Dame transcripts must be requested directly from the institution attended.
- Score reports (e.g., SAT, GMAT) may be obtained by contacting the testing entity directly.

7. **My parent(s) would like to be able to view my education records. Don’t they already have authorization?**

If you certify in writing that you are a dependent of your parent(s) for federal income tax purposes, then your parents will have access to your education record. Regardless of your dependent status, parents may also have access to education records in the cases of health and safety emergencies and specific drug & alcohol violations (if under 21 at the time of disclosure to parent, not just at the time of the offense.) You may also complete a consent form for disclosure to parents whether or not you are a dependent in order for them to have access. You may complete the *Permission to Release Education Record Information* form.

8. **How do I grant permission to release education records to other individuals or entities?**

You may grant permission in writing by completing the *Permission to Release Education Record Information* release form through the Office of General Counsel.