



CHECKLIST FOR REQUESTS FOR ACCESS TO OR DISCLOSURE OF INFORMATION FROM EDUCATION RECORDS

- Is the information in question an education record under FERPA?
- Is the information personally identifiable?
- Is the information considered directory information?
- Is the subject of the request a current student, or a graduate/student no longer in attendance?
- Did the student request a directory hold when he or she had the opportunity to do so?
- Do you need to comply with the request?
- Does the disclosure require signed consent?
- Does the disclosure meet one of the exceptions to signed consent found in §99.31 of FERPA?
- Is the disclosure required to support other information, such as financial aid information?
- Do you have a State open records law that directs you to treat information differently, but in a way still permitted by FERPA?
