

BAY PATH UNIVERSITY

FERPA SUPPLEMENTAL DOCUMENTATION FOR STAFF & FACULTY

Knock knock
Who's there? ~FERPA

FERPA who?

Sorry, I can't tell you
that...



somee cards
user card

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) TRAINING REQUIREMENT

- **Bay Path requires all new faculty and staff to complete FERPA training at the time of hire**
- **The following slides contain follow-up information and additional resources that are specific to Bay Path University**

INTERNAL PROCESSES

- **Students wishing to either prevent disclosure of their directory information or wanting to waive their rights under FERPA to allow a designated third party access to part/all of their educational record must complete the appropriate form:**
 - **Consent to Release Student Information Form**
 - **Directory Information Restriction Form**
- **Forms can be found in the Student Forms section of the Students tab on the MyBayPath portal**
- **Completed, up-to-date forms are the only documentation that will be accepted (in-person requests, emails, handwritten notes, etc. will not be accepted)**

INTERNAL PROCESSES (CONTINUED...)

- **Student Financial Services processes the Consent to Release Student Information Form and updates the student information system accordingly**
- **Most faculty and staff do not have direct access to view FERPA waivers and must confirm status with the Office of the Registrar before sharing information with any third party**
- **Staff with appropriate access can confirm status without contacting the Office of the Registrar**

BEST PRACTICES & FRIENDLY ADVICE

- **With Title IV funding on the line, it is always best to err on the side of caution and overprotect the educational records of our students, i.e. “WHEN IN DOUBT, DO NOT GIVE IT OUT”**
- **Even if a student indicates that a waiver is on file, confirm with or refer requests to the Office of the Registrar**
- **Always confirm the identify of the person you are speaking with beyond asking for their name (best practice is to verify a second, less known piece of information like their BPU ID number, date of birth, final four numbers of a social security number, etc.)**
- **Ensure confidential information is not displayed on an unattended computer (utilize the Lock feature)**
- **Cover or file papers with confidential information**
- **Shred records containing personal information of students when it is no longer needed**

RESOURCES & CONTACTS

- **Bay Path's FERPA policy is posted in the Operations Manual and in each academic catalog (both available in the MyBayPath portal)**
- **All inquiries, questions, and/or referrals should be directed to the Office of the Registrar:**
 - **Deepwood Hall First Floor**
 - **registrar@baypath.edu**
 - **413-565-1222**