

PantherNet Screens you should know:

1. Application – AD AP CC or AD AP VO
2. Registration – RG RG (supply student ID)
3. Class Display – CU CC MR (supply reference number)
4. Class Roster – RG CA CR (supply reference number)
5. Transcript – SR TR DT (supply Student ID)

Other Skills – Locating a Student ID based on Name only

FERPA Issues – verifying identity, what you can and cannot discuss with parents/spouses

WHAT IS FERPA?

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act regulates the release of academic records, and grants four specific rights to students:

- the right to view all information the institution is keeping in his/her student file
- the right to seek amendment to those records and, in certain cases, append a statement to the record
- the right to consent to disclosure of his/her records
- the right to file a complaint with the FERPA Office in Washington, D.C.

WHAT IS A STUDENT EDUCATIONAL RECORD?

Most information provided to the College by a student for use in the educational process is considered a student educational record. Some examples are:

- Personally Identifiable Information (i.e., student name, social security number, Student ID number, personal characteristics)
- Grades
- Class Schedules

The storage media in which you find this information does not matter. Student educational records may be:

- A document in the Registrar's Office
- A computer printout in your office
- A class list on your desk
- A computer display screen
- Notes you have taken during an advisement session

FERPA Summary

- Student educational records are considered confidential and may not be released without the written consent of the student, except by provisions outlined in law (exceptions are handled by the Registrar).
- As a faculty or staff member you have a responsibility to protect educational records in your possession.

- Some information is considered public (sometimes called "Directory Information"). This info can be released without the student's written permission. However, the student may opt to consider this information confidential as well. Palm Beach Community College has identified Directory Information as: dates of attendance, major field of study, weight and height of members of athletic teams, and degrees and awards received. Other information regarding Directory Information is listed in the College Catalog.
- You have access to information only for legitimate "educational" use in completion of your responsibilities as a college employee. Information cannot be used for any other purpose.
- If you are ever in doubt, do not release any information until you contact the College Registrar's Office at 561-868-3032 or muellere@pbcc.edu. The Office of the Registrar is responsible for student record information.

SPECIAL REMINDERS FOR FACULTY

In compliance with FERPA, you **cannot**:

- Use even a portion of a student's social security number (SSN) or PBCC Student ID number in a public posting of grades (You CAN post grades if they are not in alphabetical order, and if you use a unique identifier known only to the student and you)
- Link the name of a student with that student's SSN or Student ID number in any public manner
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students
- Circulate a printed class list with student names and SSNs, Student ID numbers, or grades, as an attendance roster
- Discuss the progress of a student with anyone other than the student (including parents) without the consent of the student
- Provide lists of students enrolled in your classes for any commercial purpose
- Provide student schedules or assist anyone other than PBCC employees in locating a student on campus