

FERPA Frequently Asked Questions

1. What is FERPA?

The Family Education Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley Amendment. Go to the [Parent's Guide to FERPA](#) for detailed information.

2. How is FERPA related to my student?

FERPA guarantees your student at Heidelberg University the following:

- access to his or her educational record;
- the right to challenge the accuracy of the record;
- and the right to limit the release of information from the record.

3. How does Heidelberg University follow FERPA?

Heidelberg University's information on FERPA may be found at [this link](#). This page provides specific information relating to FERPA and Heidelberg University.

4. How can I as a parent/guardian review my student's situation at Heidelberg?

If a student wishes to allow his/her parents/guardians permission to discuss issues, the student has to complete and sign the [Release of Personally Identifiable Information \(PII\) Form](#). This form will be maintained in the student's file in the Office of the Registrar and a spreadsheet is maintained on a shared drive so other campus entities can know which students have granted access to their protected information to an identified third party. WITHOUT THAT COMPLETED AND SIGNED FORM, NO ONE ON THIS CAMPUS CAN DISCUSS A STUDENT'S RECORD WITH A THIRD PARTY SUCH AS A PARENT OR GUARDIAN. In addition, the Office of the Registrar reserves the right to not release PII information when we feel the inquiry seems uncharacteristic.

- a. Completing the PII form does not mean that information will be mailed or automatically made available to the third party.
- b. When completing the PII form, the student must be specific in what is to be released and how it is to be released and for how long it can be released.
- c. Only limited details may be shared with the registered third party over phone or by email, as the Office of the Registrar cannot verify identities by this method. Our goal is to offer as much assistance as possible without violating the student's rights.

5. Does FERPA protection end when my student graduates/leaves Heidelberg?

No. FERPA protection ends when the eligible student (18 years or older) passes away.

6. Who can I contact should I have questions on FERPA and my student?

Please feel free to contact the [Office of the Registrar](#) on the Heidelberg University website.

