

**Policy and Request to Release of Student Information
Office of the University Registrar
Kent State University**

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal mandate that protects the privacy of student education records. The mandate applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally, schools may disclose, without consent, “directory information”. However, institutions must identify those items it considers directory information and notify students as to the process needed to withhold the release of this information. Immediately below is the list of items that Kent State University considers directory information. Thus, under this provision, the Office of the University Registrar will not release any student directory information that a student has restricted.

- Student's name
- Address (local, permanent, kent.edu email)
- Class standing (first-year, sophomore, graduate, etc.)
- Enrollment Status (full-time, part-time, not enrolled)
- Field of Study (including college of enrollment, major and campus)
- Date(s) of Attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, institutional honors and awards received at KSU

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The request for the release of student information is taken very seriously by the Office of the University Registrar. This office will ensure that all provisions of [University Policy Register](#) are followed, as well as, require that requestors understand the implications of non-compliance to securing all student information. This involves, but is not limited to, paper copies, CDs, email attachments and all forms of electronic data.

All completed requests will be provided as an electronic file via secure file transfer protocol to the individual who requested the data.

**Policy and Request to Release of Student Information
Office of the University Registrar
Kent State University**

This information will be provided by the Office of the University Registrar under the conditions of the original request and to the original requestor. The data must only be used for the stated purpose in this request. Once the intended use has been satisfied, the requestor agrees to destroy the provided data in its entirety. The data shall not be redistributed, sold or copied, in any format or by any means, to anyone not on the original approved request. To do so is in violation of FERPA and University Policy Register.

Our policy:

- The release of student information shall be consistent with Federal and University policies pertaining to the collection, dissemination and privacy regulations regarding student records, including, but not limited to FERPA guidelines.
- This student information shall be released only to University officials/researchers with a legitimate educational right or businesses formally authorized to act for the university. Student information shall not be released to individuals or to organizations seeking to solicit for personal gain or advocate action which is contrary to law or University policy.

By signing below, I confirm I have read and understand the University Policies regarding the Release of Student Information and agree to abide by and comply with them.

KSU Requestor or Sponsor (Print)

KSU Requestor or Sponsor (Signature)

Date

Student Information Request

Please read below and obtain all necessary approvals. Forms will be returned to the requestor for appropriate approvals if they are submitted incomplete. This form and procedure is to be used to request any student demographic information. Policy #3342-5 -08.102 provides for a turnaround time of ten working days from the time the request is approved by the Office of the University Registrar and output is received by the requesting party. Please include this timeframe accordingly when planning and submitting your request.

A sample of the materials to be distributed must be attached in accordance with this policy.

Requestor Name: _____ Department/Office/Organization: _____

Telephone Number: _____ Email Address: _____

The requested information will be used for this purpose (be specific):

Please email this completed form to reg_compliance@kent.edu.

Policy and Request to Release of Student Information
Office of the University Registrar
Kent State University

Indicate Parameters and Output Delivery

Student Organization Requests: Non-directory information should not be requested or used in limiting your audience for any information that will be forwarded outside the university. Requests for non-directory information of this nature may be denied or forwarded to the appropriate office for processing.

When is Directory Information Not Really Directory Information?

It is important to also understand the concept of "implicit disclosure." An implicit disclosure may occur when a list consists only of directory information but the list itself by definition reveals non-directory information. For example, a list of names and e-mail addresses of all students who have a particular grade-point average reveals the students' GPAs. Likewise, a class list containing names and e-mail addresses of the students reveals class enrollments, or filtered by a particular race/ethnicity reveals student race/ethnicity. Since neither grade-point average, class enrollment, nor race/ethnicity are directory items, releasing these lists without prior consent of the students constitutes a FERPA violation.

Faculty/Staff/Research Requests: If non-directory information is required for a request, the legitimate educational need for these data must be explicitly stated above. Only non-directory-restricted student data will be included in all files unless specifically requested and legitimate educational need is explicitly stated above.

Define Population: This section will define the students whose data is included in the file.						
Include all students registered for courses in _____ Term(s)						
If you would like to refine the student population of your request, please specify below. (i.e. Limit to specific Campus, Level, College, Program, Specific Degree, Non-Degree Seeking, etc.)						
<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>						
Define Data: This section will define the data items to be returned. Please check all items to be included in the file:						
Full Name <input type="checkbox"/>	First Name <input type="checkbox"/>	Middle Name <input type="checkbox"/>	Last Name <input type="checkbox"/>	Email Address <input type="checkbox"/> (KSU Only)	Student Level <input type="checkbox"/> (UG/GR/PR)	Student Class <input type="checkbox"/> (FR/SO/JR, etc)
Program <input type="checkbox"/>	Major <input type="checkbox"/>	Other <input type="checkbox"/> _____				
Mailing address: If a mailing address is desired, specify priority of address type to include below. For example, if you would like the local address if available, and if not, then the permanent address, select 1 for local and 2 for permanent. **Mailings to Permanent address will be addressed to the student's Legal Name unless specified otherwise. Requests for email addresses and Local or Campus address will be addressed to the student's Chosen Name.						
Permanent <input type="checkbox"/>		Local <input type="checkbox"/>		Campus <input type="checkbox"/>		
Define Delivery: This section will define how your data is received.						
Format:	Excel <input type="checkbox"/>	Text <input type="checkbox"/>	CSV <input type="checkbox"/>	Other (specify):		
Receipt: Please note, files will only be delivered to a University Employee (Sponsor).						
Disk <input type="checkbox"/> Pick up at MSC 108		Email <input type="checkbox"/> Address: _____			FTP <input type="checkbox"/> Site: _____	

Policy and Request to Release of Student Information
Office of the University Registrar
Kent State University

Requesting Party's Information and Approval

Select appropriate section and obtain all required signatures:

☐ **STUDENT ORGANIZATION PRESIDENT/LEADER**

Student Organization Advisor: I certify that the data will be used only for the stated purpose. I have reviewed the information to be disseminated and a sample has been attached to this request for appropriate approval. The student organization and I are responsible for any misuse of the information obtained by this request and will be held accountable both legally and by the University's judicial process for any misuse of this data.

 Student Organization's advisor (print) Signature Date Phone

Center for Student Involvement Director: I verify that this student organization, the organization president/leader, and the organization's advisor are officially registered with The Center for Student Involvement. I have approved the use of the data and/or the information to be disseminated.

 Designated Signatory, Center for Student Involvement Date

Vice President for Student Affairs/Dean of Students: I have approved the use of the data and/or the information to be disseminated.

 Vice President for Student Affairs/Dean of Students Date

☐ **FACULTY / STAFF**

Faculty/Staff: I am requesting information with the approval of my unit and division director.

Unit Director: I have approved the use of the data and/or the information to be disseminated.

 Unit Director (print) Signature Date

Division Director: I have approved the use of the data and/or the information to be disseminated.

 Division Director (print) Signature Date

☐ **INDIVIDUAL REQUESTING INFORMATION FOR A RESEARCH PROJECT**

All research projects require Human Subjects Review Board approval before the Office of the University Registrar will release any data. For more information visit: <http://www.kent.edu/research/research-humans>

 Dean of College/School (print) Signature Date

 IRB Administrator or designee Log Number Date

Office Use Only:

Reviewed by: _____ Request Approved ☐ Date Approved _____
 Comment: _____

