



A PARENT'S GUIDE TO FERPA

Office of Student Judicial Affairs

MSR Building - Suite 360

Turlock, CA 95382

(209) 667-3177

<http://www.csustan.edu/judicialaffairs/>

The same laws that give parents and students access to and control over a child's educational records during elementary and high school transfer ownership of the records to the student at the college level.

According to FERPA (Family Educational Rights and Privacy Act, also known as the Buckley Amendment), college students are considered responsible adults and are allowed to determine who will receive information about them. Under this law, parents who want to receive a copy of their student's academic or financial records can do so if their student signs a release form. For more information about University policy related to access to student records, see the California State University, Stanislaus Office of Judicial Affairs website.

Frequently Asked Questions About Access to Student Records

How can I get a copy of my student's grades?

The quickest, easiest way for parents to receive information about their child's grades, financial statement, or other student information is for the student to provide it. Students can look up information online, print it off, and give or e-mail a copy to their parents. Student records are available at the MyCSUSTAN site.

If I'm paying for my child's education, why can't I get a copy of their records?

FERPA requires that access to a college student's records must be granted by approval of the student. Parents can, however, receive information about their student's records if the student agrees to provide access. Parents also can receive information about their student's record if they submit proof that the student is a dependent. Proof is considered to be a copy of the most recent year's federal tax form showing that the parent claims the student as a dependent.

Are there release forms that would give me access to grades and financial information?

Please visit the Office of Admissions and Records and/or the Office of Financial Aid and Scholarships for the necessary forms.

Office of Admissions and Records
California State University, Stanislaus
One University Avenue
Mary Stuart Rogers Building, Suite 120
Turlock, CA 95382
209-667-3264
<http://www.csustan.edu/admissions/>

Office of Financial Aid and Scholarships
California State University, Stanislaus
One University Avenue
Mary Stuart Rogers Building, Suite 100
Turlock, CA 95382
209-667-3336
<http://www.csustan.edu/admissions/finaid.asp>

My student provided me with access to their records. Can you e-mail a copy of their transcript?

As a matter of policy, the University does not release private information over the phone or by e-mail.

My student provided me with access to her records during Student Orientation. Why didn't I receive a copy of his grades after fall semester?

The University doesn't automatically send information to third parties designated by the student. The quickest, easiest way for parents to receive information about their child's grades, financial statement, or other student information is for the student to provide it.

How can I get copies of the bills for tuition, room and board, and fees? They seem to be going to my student.

Please visit the Financial Services/Cashier's office for more information about tuition and fees. They can be reached at 209-667-3406, online through the Tuition and Costs web site or in person in the Mary Stuart Rogers building, Suite 100 during normal business hours.

The parent access doesn't include a check-off so that I can have access to my student's medical and counseling records. Why not?

Parent/Guest Access and the Student Information Release Authorization covers only those records maintained by the University's Admissions and Financial Aid/Scholarship Offices. Moreover, FERPA regulations protect a student's "education records," which include grades, finances, and discipline records. Physical and mental health records are covered by other University policies, federal law, state law, and professional ethics codes. In general, professionals working in these areas will not release student information except in emergency situations. Students can choose to release information from these records to a third party, but they may want to release information on a case-by-case basis. Students should talk to their practitioner at the Health Center related to medical records; to their counselor at Counseling Services for mental health records; to the Student Judicial Affairs Officer for discipline records; or to the Housing Director in the Housing & Residential Life office.

Will I be contacted if my student is sick or hurt? What if my child is in academic trouble, or facing disciplinary action?

In most cases, the University will not contact parents or provide medical, academic, or disciplinary information without the student's permission. In the case of an extreme emergency, where the student's health is in serious jeopardy, or if there is a concern that the student poses a threat to herself or to someone else, the University will contact parents. As a general guideline, if the student is able to communicate about the situation, it is up to the student to decide whether and how to discuss the issues.

Isn't there a FERPA provision that colleges and universities can contact parents if a student violates alcohol or drug policies?

FERPA regulations allow, but do not require, higher education institutions to provide notice to parents when a student violates federal, state or local laws related to alcohol or drugs.

Where can I find out more about FERPA?

The U.S. Department of Education is responsible for overseeing FERPA. See the Department's Web site for additional information:

www.ed.gov/policy/gen/guid/fpco/ferpa/.

**Adapted from the University of Minnesota's "Parent's Guide to FERPA"*