

Tips for Student Records & Information Handling

Do's

- Do return tests/papers individually—or with a self-addressed stamped envelope
- Do use Blackboard to post grades or truly anonymous identifiers – randomly assigned
- Do get a written release to use a student's paper or photo when it is identifiable
- Do realize that everyone within a class section has access to names of students enrolled.
- Do train all members of faculty & staff, including GTA/GRA's, in allowable and appropriate handling of student records
- Do direct the media to [University Relations](#) or the Privacy Office regarding inquiries on students or student records
- Do remember that current & former students records/information are protected under FERPA and [KU Student Records policy](#)
- Do get a written release from the student in order to talk to a parent/spouse/doctor/lawyer/ etc. regarding their record
- Do allow a student to request review of their record(s) and amendment thereto; amendment is not guaranteed but subject to review
- Do require an in-person signature of the student for [release or access to records](#)
- Do consult the [Privacy Office](#), [Office of General Counsel](#) or [University Registrar](#) with other Student Records questions
- Do call the Office of the General Counsel **immediately** if any law enforcement agency requests access to student records
- Do use a secure server for storage of all student information
- Do use secure or recommended formats provided by the University, i.e. Blackboard
- Do mail or fax student information only & mark it "CONFIDENTIAL" with a notice of restriction
- Do take the policy and restrictions seriously; violations could lead to loss of all Federal funds for the University

Don'ts

- Don't return tests or papers in a stack or box; names and grades are not directory (publicly available) information
- Don't post grades on a door or website with name, SSN, or KU ID number (SSN ≠ random number)
- Don't post class photos, with or without names, as they contain personally identifiable information; get a signed release first
- Don't post a class roster or share with anyone outside of the class section
- Don't use excerpts from a student exam/paper that can identify it to a student e.g. name, KU ID, SSN, student in class of less than 10, etc.
- Don't talk to the media about any information regarding a student
- Don't identify or confirm that a student who has limited their directory information is even a student
- Don't tell a parent/spouse of a student any information –the student controls their record
- Don't access the records of any student not in your class section or outside your job description; **system access ≠ permission to read a file**
- Don't accept a release/signature by e-mail; check in with the [University Registrar](#) on what and how to accept releases of student information.
- Don't just share requested information:
 - **When in Doubt, Don't Give Out!**
- Don't refuse to cooperate with a warrant to search records, but ask for a delay in execution and immediately call the Office of General Counsel
- Don't use an unencrypted laptop, PDA, USB drive or other device for maintaining student information
- Don't make a spreadsheet with names and grades without encryption
- Don't e-mail student information
- Don't discuss a student or their record with a colleague or friend, even in the same department or school

For more information please contact the [Privacy Office](#) (785/864-9528).