

Tools of the Trade

We understand that you as parents, guardians, or any other member of a student's support system may be involved in assisting your student with their UConn experience. We have created easy tools for your students to use in the event they would like us to share information or records with you.

The following is a list of the common tools many offices use to obtain and document your student's prior written consent:

- ① FERPA Designee Pin Page
- ② Delegated Access
- ③ Authorized User for Bill Pay

Learn more about these resources at:
ferpa.uconn.edu/share-my-info

Please note, it is a violation of UConn policy for your student to share their log-in credentials. Do not attempt to use your students account to modify FERPA permissions or for any other purpose.

Student Privacy Resources

FERPA Website
ferpa.uconn.edu

FERPA Policy
policy.uconn.edu/?p=368

Contact
University Privacy Officer
860.486.4805
privacy@uconn.edu

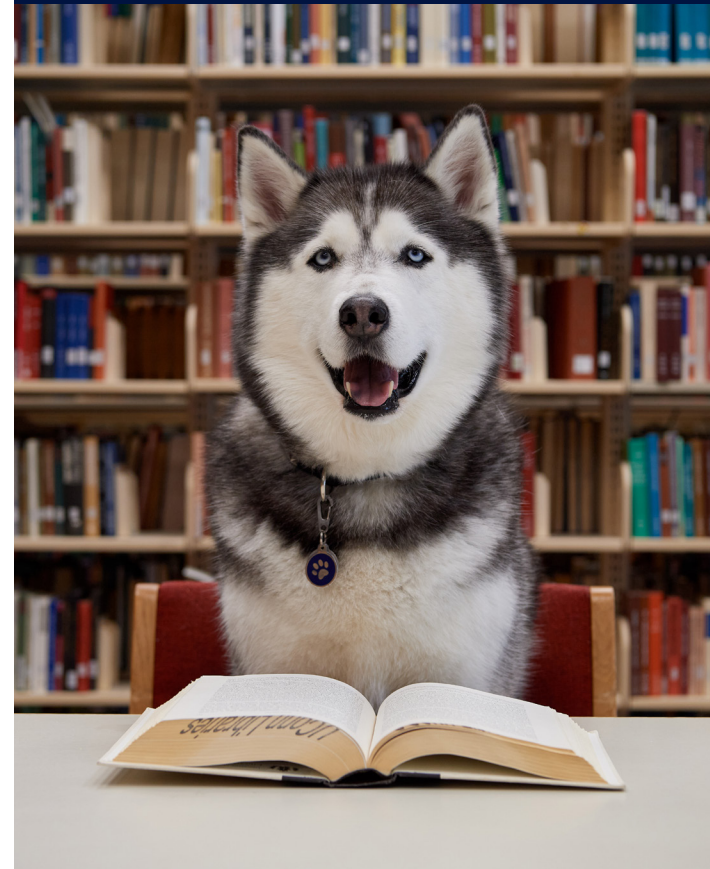


Office of University Compliance
28 PROFESSIONAL PARK ROAD
STORRS, CT 06268-5084

860-486-4805
privacy@uconn.edu
policy.uconn.edu

Let's Talk FERPA

A guide for parents and guardians about the Family Educational Rights and Privacy Act at UConn



What You Need To Know About FERPA

FERPA is a term that you will hear referenced frequently at UConn. The acronym is short for The Family Educational Rights and Privacy Act and it is the center of the student privacy world in the United States.

FERPA is a comprehensive law that deserves a good amount of attention and so we encourage you to learn more about it on our FERPA website. In the meantime, we would like to make you aware of some key takeaways.

At UConn, we take FERPA and the rights it affords to our students very seriously. We are committed to providing students with access to their education records and protecting any student information from improper disclosure — two of the primary tenets of FERPA.

We are permitted to share your student's records and information with you only when your student provides us with prior written consent. Your student is the person who has the right to decide to whom education records may be disclosed.



When we refer to the term “**education records**” we mean that in a very broad sense. Education records refers to any records, files, documents and other materials maintained by the University that directly relate to a student. This includes, but is not limited to, academic, admissions, residential, parking, financial, student conduct, education abroad, and many other types of records.

Therefore, the University is very limited with the types of information that we may provide to you upfront. We understand that this may be frustrating at times as you may be contributing in many ways to your student's education. We strive to make it as easy as possible for your student to let us know what records and information we can share with you, but it is up to your student to take action. Please take a few moments to discuss FERPA with your student.

Tips for Talking With Your Students

- ① Ask your students how involved they want you to be in their educational experience at UConn.
- ② Inform your students that we may talk to family members about their specific information only when we obtain their prior written consent first. This measure protects their privacy rights and lets them as students take control of their information.
- ③ Remind your students that resources exist where they can tell us what info we may share and with whom.
- ④ Be supportive of your students' decision to limit what we may share with you.

Learn more at:
ferpa.uconn.edu/share-my-info.