

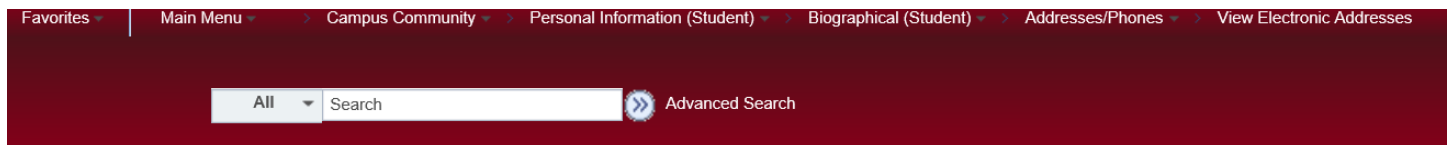
## Finding FERPA Restrictions on Directory Information (Staff)

Student's educational record is confidential information and cannot be released to 3<sup>rd</sup> parties without express written consent, per FERPA. Directory information is a part of the educational record but is designated as public by the university, and it can be released by the institution for any purpose, at its discretion.

Students have the right to restrict their directory information under FERPA and can use WINGS to do this at any point. If directory information is restricted, it cannot be released to third parties, printed, or published without the student's approval, with some specific exceptions. Some elements considered directory information at UWL are names, local & home addresses and phone numbers, email addresses, and full-time or part-time enrollment.

Navigate to <https://www.uwlax.edu/records/ferpa/> to see UWL's full FERPA policy.

1. Pull up the student record. Almost any page where you pull up individual student information can be used. The View Electronic Addresses page will be used as an example.
2. In the top right corner of the information, there are icons indicating positive service indicators, negative service indicators, and FERPA restrictions. (Note: the service indicator icons do not show on the Advisor Center, although the FERPA window shade will be visible.)
  - a. Positive indicator: star ★
  - b. Negative indicator: circle with line through it ⓧ
  - c. FERPA: window shade 🖥️
3. The icons only show up if there is information to see. If there is no FERPA window shade, the student has never restricted any of their personal information. Click on the window shade.



### View Electronic Addresses



Click on window shade to see what has been restricted. If there is no window shade, the student has not restricted anything.

Email Information		
Email Type	Email Address	Preferred
Campus	@uwlax.edu	<input checked="" type="checkbox"/>
Personal		<input type="checkbox"/>

URL Information	
Type	URL Address

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4. The next page shows a list of directory information. **Names, addresses, phone, and email have their own categories underneath.** These categories will only show up if there is information that is releasable. If there is no name, address, phone, or email link, then nothing can be released.

## Releasable FERPA Directory Information

	Restricted	Release
Dates of Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Degree Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Degree Candidacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Honors and Awards	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous Institution	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Program/Plan (College/Major)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Releasable Name](#)      [Releasable Address](#)      [Releasable Phone](#)      [ReleasableEmail](#)

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Click on the links at the bottom to see what can be released or printed. If there are no links for name, address, phone, or email, then nothing can be released. The links only show up if there is releasable information. Additional directory info categories are to the left.

- For example, if a student has restricted their name, it can't be printed or published publicly. In this example, there is a Releasable Name link, so at least one name type is not restricted. Click on the Releasable Name link to see which name is releasable. For example, students should allow only their primary name to be released and restrict their former names.

## Releasable Names

If there are names listed, they are not restricted.

Name Type	Prefix	First Name	Middle Name	Last Name	Suffix
Former					
Primary					

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- The same goes for the other categories of information: Releasable Address, Releasable Phone, and Releasable Email. Each one needs to be clicked on individually to find out what data is releasable under that category. If the link is not there, then nothing can be released from that category.
- Here is an example of a student who has restricted everything:

## Releasable FERPA Directory Information

Student has restricted all academic information, including dates of attendance. If a verification is requested, we could not verify anything.

	Restricted	Release
Dates of Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Degree Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Degree Candidacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Honors and Awards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Institution	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program/Plan (College/Major)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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If any name, address, phone, or email were releasable, it would be linked here. Since there are no links, nothing is releasable.