Finding FERPA Restrictions on Directory Information
(Staff)

Student's educational record is confidential information and cannot be released to 3rd 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/](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.

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.
5. 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.

6. 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.

7. Here is an example of a student who has restricted everything: