

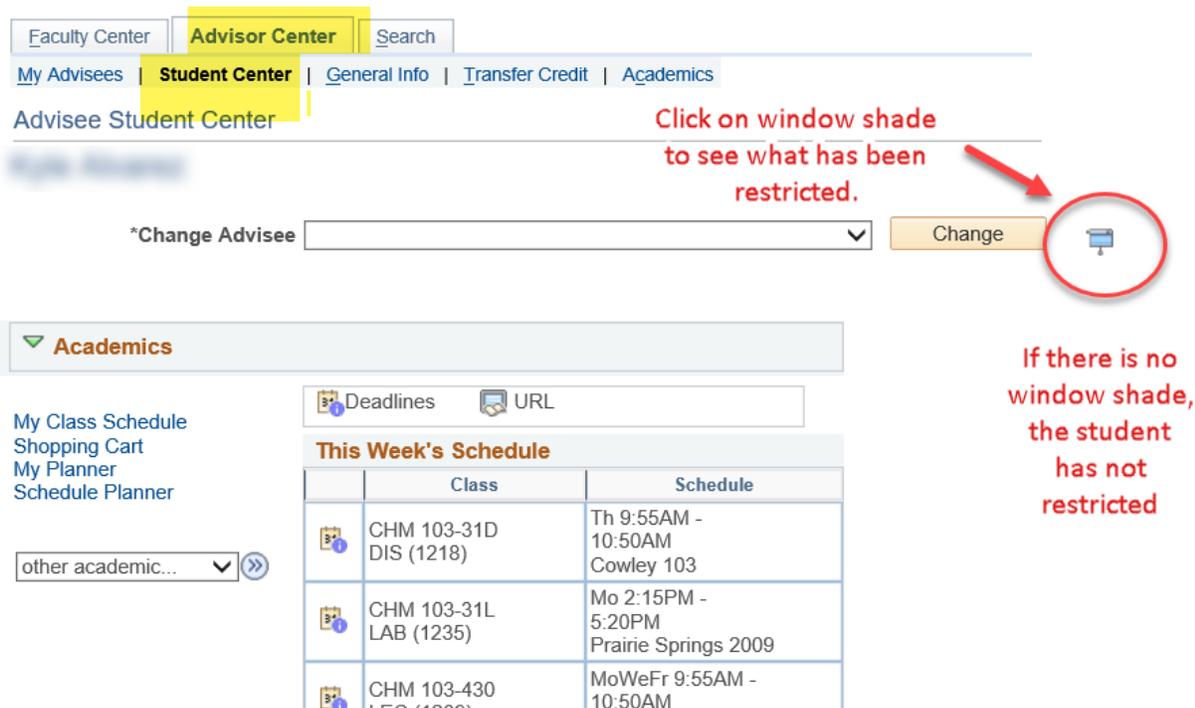
## Finding FERPA Restrictions on Student's Directory Information in the Advisor Center

The 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. If you don't have access to the Advisor Center page, almost any page where you pull up individual student information can be used. The Advisor Center page will be used as an example.
2. In the top right corner of the information, look for the FERPA: window shade icon.  The icon only shows if there is information to see. If there is no FERPA window shade, the student has never restricted any of their personal information.



The screenshot shows the UWL Advisor Center interface. At the top, there are navigation tabs for Faculty Center, Advisor Center, and Search. Below that are links for My Advisees, Student Center, General Info, Transfer Credit, and Academics. The main content area is titled "Advisee Student Center" and includes a dropdown menu for "\*Change Advisee" and a "Change" button. A red arrow points to a window shade icon in the top right corner of the information area, with the text "Click on window shade to see what has been restricted." Below the "Change" button, there is a section for "Academics" with a dropdown menu and a "Schedule Planner" link. To the right of the "Academics" section, there is a table titled "This Week's Schedule" with columns for "Class" and "Schedule".

	Class	Schedule
	CHM 103-31D DIS (1218)	Th 9:55AM - 10:50AM Cowley 103
	CHM 103-31L LAB (1235)	Mo 2:15PM - 5:20PM Prairie Springs 2009
	CHM 103-430 LEC (1200)	MoWeFr 9:55AM - 10:50AM

If there is no window shade, the student has not restricted

3. Click on the window shade visible.
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

**Bio/Demo Data**

	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"/>
Enrollment Dates	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Enrollment Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Honors and Awards	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Photograph	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Institution	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Program/Plan (College/Major)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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 appear if there is releasable information. Additional directory info categories are to the left.**

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

[Return](#)

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.**

**Releasable Names**

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

[Return](#)

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:

## Releasable FERPA Directory Information

**Bio/Demo Data**

	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"/>
Enrollment Dates	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Enrollment Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Honors and Awards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Photograph	<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"/>

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

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

[Return](#)