

# FERPA



SUNY CORTLAND  
STUDENT REGISTRATION  
AND RECORD SERVICES

# Compliance Tips

For Faculty and Staff



## DO NOT DISCLOSE STUDENT RECORDS

Do not release a student's academic record, personal information, class schedule or residential information to third parties, parents, relatives, guardians or non-Cortland employees unless the student has provided the College with a FERPA release or waiver. Contact Student Registration and Record Services to determine if a waiver is on file.



## DO NOT POST PUBLICLY

Do not leave or collect documents, assignments, or exams in unattended locations. Do not post student IDs, SSNs (in whole or in part), academic information, or grades in any public location even if the list only contains a student name or general identifiers. Do not use sign-in sheets or attendance rosters containing student IDs or personally identifiable information.



## GET IT IN WRITING

Faculty and staff must obtain written permission from a student to include any information in a letter of reference when the letter contains information that is not directory information or a general statement. Use the SRRS FERPA Form to obtain written permission.