**Frequently Asked Questions about FERPA**

**RETURNING HOMEWORK, EXAMS AND LABS**
All graded material should ideally be returned directly to the student. If this is not possible, graded material should be returned in a sealed envelope (a campus mail envelope is fine). Do not put graded materials in a central location for mass distribution. This is the same regardless of the size of the class.

**WEBCT**
Don’t post this stuff to the web

**EXCEL SPREADSHEETS WITH GRADES/IDS/ETC**
Don’t post these to the web; do not print them and put them on a door/wall/window/etc.; do not email the list to all students in the class or others; do not store these on laptops or flashdrives (these things get legs and we have to notify if there are breaches of data) – make sure there is encryption on your machine if you do; Encryption is good to have on laptops anyway

**PUBLIC VS. PRIVATE DATA**
Grades, graded materials, other evaluative material is private. Public data is… need to check for suppression before giving out information. Need to get students permission before being a reference or writing a letter of recommendation.

**EMAILING STUDENTS**
Email to students should be sent ONLY to their U of M assigned account. This is our way of identifying who the recipient is. Do not send grades or other private student information to their other accounts. Other course related correspondence should take place via their U of M assigned account too. Use Bcc in mass emails to students.

**DISCUSSING STUDENT INFORMATION**
As a TA you are an employee of the University and you have access to the student information you handle within your work capacity. You should not discuss students progress with other students who do not have a need to know (which is most of them). If you are discussing a student’s progress for legitimate reasons, you should do so in an area that is private.

**ACCESSING STUDENT INFORMATION**
You may have access to a great deal of student information. You should only access what you need to do your job. The University’s appropriate use policy regulates use of data; you should only access what you need.

**TALKING TO PARENTS**
You cannot talk to a parent without written permission to do so from the student.

**FOR MORE INFORMATION**
Contact Tina Falkner in Academic Support Resources, 612-625-1064 <rovic001@umn.edu> or Dan Delaney, Academic Support Services, 612-625-7824 <delan021@umn.edu>