WHAT IS THE APPLICABILITY OF FERPA IN MY RESEARCH STUDY?



Does FERPA apply?

Is the project conducted in an educational agency or institution that receives any Department of Education funding? NO YES **FERPA** does not apply Does the project involve **Education** Records? Education Records include any record that can be linked to a student, i.e. class assignments, advising notes, transcripts, videos of students in a class, online discussions in electronic education NO systems, etc.) YES

Is student or parental authorization required to release the Education Record(s)?

NO

YES

Can the researcher(s) readily ascertain an individual's identity from the Educational Record?*

YES

Is the information restricted to <u>Directory Information</u>? Each educational institution defines its own Directory Information.

NO

Is the study conducted for or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction?

NO

FERPA requires parental (minors)

or student permissions for access

Note that permission to participate

in research and access to records

are considered two separate per-

to Education Records.

missions.

YES

Waiver of consent or parental permission to release Education Records may apply.

FERPA does not require student or

parental authorization for access to

FERPA does not require consent/

parental permission for release of

directory information.

the educational records.

What is directory information?

Purdue University will provide the following Directory Information to all inquiries without students' written consent:

- student's name
- · current mailing address and telephone number
- Purdue University email address (other email addresses are not directory information)
- campus office address
- class standing (e.g. sophomore, junior, etc)
- major field of study
- enrollment status (e.g., full-time, part-time, undergraduate or graduate)
- credit hour load
- dates of attendance
- · participation in officially recognized activities and sports
- position, weight, height, and photograph of members of athletic teams
- degrees, honors and awards received

View Purdue's most up-to-date list.

Other educational institutions/schools may define Directory Information differently. Check with the institution providing records.

Does my study meet the requirements for a waiver for consent/ parental permission?

If the study meets the following criteria, consent may be waived under FERPA:

- (1) The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have <u>legitimate educational interests</u> in the information
- (2) The information is destroyed when no longer needed for the purposes for which the study was conducted
- (3) There is a written agreement in place with the organization that specifies the purpose scope, duration of the study(ies) and what information will be disclosed; requires that personally identifiable information from educational records are only to meet the purpose or purposes of the study; and endsures in writing that items 1 and 2 (above) occur.

The release form must meet the following requirements:

- Be a dated written signature. NOTE: electronic signature is acceptable if obtained within an authenticated environment.
- Specify the records to be disclosed
- State the purpose of the disclosure
- Identify to whom the disclosure may be made



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