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## **CHECKLIST FOR REQUESTS FOR ACCESS TO OR DISCLOSURE OF INFORMATION FROM EDUCATION RECORDS**

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- Is the information in question an education record under FERPA?
  - Is the information personally identifiable?
  - Is the information considered directory information?
  - Is the subject of the request a current student, or a graduate/student no longer in attendance?
  - Did the student request a directory hold when he or she had the opportunity to do so?
  - Do you need to comply with the request?
  - Does the disclosure require signed consent?
  - Does the disclosure meet one of the exceptions to signed consent found in §99.31 of FERPA?
  - Is the disclosure required to support other information, such as financial aid information?
  - Do you have a State open records law that directs you to treat information differently, but in a way still permitted by FERPA?
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