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

☐ 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?