



Farley, Annette <afarley@carroll.edu>

FERPA Reminder

1 message

Schopfer, Carol <cschopfer@carroll.edu>
To: All Employees <allemployees@carroll.edu>

Mon, Oct 6, 2025 at 10:29 AM

Dear Carroll employees,

Please let this email serve as a friendly reminder of your **professional responsibility and legal obligation to protect the privacy of all student's educational records** as defined by the Family Education Rights and Privacy Act (FERPA). More information about the application of this federal law to your role as a Carroll employee is included below. I'm also attaching a flyer with a few "Best Practices for Avoiding FERPA Violations"... in my experience, violations are almost always inadvertent and could have been avoided by **SLOWING DOWN** -- which feels difficult to do these days, but is oh so important. Thank you for your diligence!

Faculty and Staff: FERPA

All student educational records maintained by Carroll College are protected by FERPA, the Family Educational Rights and Privacy Act of 1974. Key elements from Carroll College's FERPA policy are described below; the full, most up-to-date policy can be found in the current year academic catalog: [Family Education Rights and Privacy Act](#)

Protecting Educational Records

Carroll College employees and other school officials who have access to any part of a student's educational record have a professional responsibility and legal obligation **not to disclose or discuss with anyone**, including parents, personally identifiable information about the student (regardless of the student's age) and/or their academic records **without the prior written consent of the student**. Student directory information as defined by Carroll College's FERPA policy may be disclosed under certain conditions, unless a student has not notified the College of their desire to suppress the release of their directory information.

Accessing Educational Records

Carroll College's FERPA policy allows for protected educational records to be disclosed to college employees under the following conditions:

Carroll College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
 1. A person employed by the College in an administrative, supervisory, academic, or authorized support staff position.
 2. A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.
2. A school official has a legitimate educational interest if the official is:
 1. Performing a task that is specified in his or her position description or by contract agreement.
 2. Performing a task related to a student's education.

3. Performing a task related to the discipline of a student.

As such, instructional faculty will have access to portions of the educational records of the students enrolled in their classes. Faculty and staff who serve as academic advisors will have additional access to student educational records for advising purposes. Other staff and administrators can access FERPA-protected information that is necessary to perform their jobs.

Prior Written Consent

If a student has signed a release of information, the release form is maintained in the student's academic file in the Registrar's Office. If you have been asked to speak with someone other than the student about his/her academic work or other records, **please contact the Registrar's Office at x5435 or registraroffice@carroll.edu to determine whether or not a release has been signed.** Carroll College offers release forms for different types of information (e.g. financial records, academic records), so it is very important to always check with our office about which releases are on file.

Directory Information

Carroll College designates the following items as college directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, thesis title, most recent previous school attended, and photograph.

The College may disclose any of these items without prior written consent unless notified in writing to the contrary. Students may choose to suppress the release of their directory information by completing the Disclosure of Directory Information form, available online through MyCarroll. **Requests for directory information should be reviewed by the Registrar's Office prior to any disclosure.**

Best Wishes,

-Carol

--

Carol Schopfer, Ph.D.
Registrar

Carroll College | www.carroll.edu | 406.447.5435 office

[1601 N. Benton Avenue, Helena, MT 59625-0002](https://www.carroll.edu)



Best Practices for Avoiding FERPA Violations.docx
15K