

Important FERPA Reminder for All Employees

Please take a moment to review the below information. It is important that we understand our rights and responsibilities as employees of the College to ensure the privacy and safety of our students and their academic records. Any questions or concerns regarding compliance with FERPA may be directed to [Enrollment Services](#)

[Family Educational Rights and Privacy Act](#) (FERPA) is a federal law designed to protect the confidentiality of students' educational records.

Information that must be handled in a secure and confidential way includes:

- Student information displayed on a computer screen
- Student schedules
- Class rosters
- Class assignments
- Grades, grade rosters, transcripts
- Degree audits
- Any printed material with the student's identification or other personally identifiable information.

Emails containing the FERPA-protected information listed above must be sent to students' Madison College email address and may not be sent to a personal/other email address.

Discussions about specific students in public areas by college personnel should not occur. The U.S. Department of Education provides [additional FERPA resources](#) protecting student privacy during COVID-19 and virtual work and learning.

The College may release "Directory Information." Madison College has identified the following as directory information:

- Student Name
- Major Field of Study (Program)
- Degrees and awards received
- Participation in officially recognized activities and sports
- Weight and height for members of athletic teams
- Dates of attendance (term start/end dates – not specific dates)
- Enrollment Status (full or part-time)
- Madison College email address

If you receive a request to disclose student information, please contact [Enrollment Services](#)

All students have the ability to enact or revoke a FERPA hold on their account in their myMadisonCollege portal under My Profile. For additional information regarding FERPA, visit the [FERPA](#) web page. If a student has made this request, they will be identified with a FERPA indicator on: class rosters via Faculty Center, Student Center via Advisor Center and Student Services Center.

All Madison College employees requesting access to student records and/or to the Student Administration System must undergo training prior to accessing student information. Along with the rights to access comes the responsibility to maintain the privacy rights of students. **If you have not completed your online FERPA training, it is important that you do so by signing on to [Blackboard](#), going to FERPA Training, and completing the tutorial and quiz (it will take about 15 minutes).**

Thank you for your attention to and cooperation with this important policy protecting the confidentiality of student information.

Questions? Contact Student Records at Records@madisoncollege.edu or 608-246-6210.