

## FERPA & You: 3 Tips for UMass Students

### 1. FERPA Protects Your Student Record

FERPA (the Family Educational Rights and Privacy Act) is a federal law that protects the confidentiality of your personal and academic information while you are a student.

- *Your records are confidential, but your directory information is not.* Your address, phone number, major, or dates of attendance may be disclosed any time. To withhold your directory information, visit the Dean of Students Office (227 Whitmore).
- *The University needs your permission to release information from your records to anyone, including your parents.* UMass Amherst students can use the FERPA Privacy Waiver to allow access to their financial and housing information to a few selected individuals.

FERPA at UMass Amherst

[http://www.umass.edu/dean\\_students/codeofconduct/ferpa/](http://www.umass.edu/dean_students/codeofconduct/ferpa/)

Directory Information at UMass Amherst

[http://www.oit.umass.edu/spire/for\\_students/ferpa\\_waiver/directory.html](http://www.oit.umass.edu/spire/for_students/ferpa_waiver/directory.html)

### 2. Use the FERPA Privacy Waiver to Share Your Financial & Housing Info

Use SPIRE to activate your FERPA Privacy Waiver. Activating your Privacy Waiver means that you grant the University permission to discuss portions of your student record with a maximum of four people, selected by you.

- *The Waiver covers 2 categories of information: Financial Aid and Housing.* You decide who can request information about you from the University and what type of information they receive.
- *The Waiver does not apply to your academic record, including your grades.* University staff cannot discuss your academic information as part of this Waiver.

FERPA Privacy Waiver

[http://www.oit.umass.edu/spire/for\\_students/ferpa\\_waiver/](http://www.oit.umass.edu/spire/for_students/ferpa_waiver/)

### 3. Your Grades Are Always Confidential

In compliance with FERPA, the University will not distribute grades or any other academic information to anyone but you. To share your academic details with others:

- *Use SPIRE to run an unofficial transcript and print it from your browser.*
- *Order an official transcript from the Registrar's Office.* Official transcripts are free of charge for all new undergraduate students.

Do not share your SPIRE login information with anyone!

Run Unofficial Transcripts in SPIRE

[http://www.oit.umass.edu/spire/for\\_students/academics/transcript.html](http://www.oit.umass.edu/spire/for_students/academics/transcript.html)

Order Official Transcripts

<http://www.umass.edu/registrar/transcripts/>

[http://www.umass.edu/dean\\_students/](http://www.umass.edu/dean_students/)