

FERPA

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that establishes guidelines governing the way educational institutions, including Brenau, must maintain and handle student records. If a student is 18 years of age or older, the law prohibits the release of financial or academic records, without the student's prior consent, to any third party, **including parents or guardians**.

Why is it important for a student to fill out a FERPA Release of Information Form?

We understand that being able to inquire about their student's academic or financial information is important to many parents, especially those who help fund their student's education in order to make a payment or payment arrangement. However, Brenau can not release this information unless prior authorization has been given by the student. In order to make this process easier for both the inquirer and the student, Brenau has created a **FERPA Release of Information Form** that, once signed by the student, allows authorized parents, guardians, or other third parties to request and receive information about the student's financial and academic records.

Therefore, in order for a parent, guardian, or other third party to speak with a Brenau faculty or staff member about their student in any capacity, there will need to be a FERPA Release Form on file.

The link to Brenau's FERPA Release of Information Form is:

brenau.formstack.com/forms/ferpa

The form requires students to establish an identifying password on behalf of the parent, guardian, or other third party. The identifying password will be requested by University employees when contacted by phone, email, or in person to discuss a student's financial account or academic records. The staff or faculty member will verify that both the contact's name and identifying password match the FERPA Release Form before communicating any details. **If the individual requesting information is not listed as a designee, or provides an incorrect identifying password, we will be unable to speak to them about the student's account.**

You can find more detailed information about federal guidelines for The Family Educational Rights and Privacy Act online at studentprivacy.ed.gov.