



University of Central Missouri - Office of the Registrar - Ward Edwards, Suite 1000
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FERPA A

the use and maintenance of PII from educational records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UCM. UCM may also disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' educational records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the educational records without obtaining prior written consent of the student:

- To other school officials, including teachers, within UCM whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
 - Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
 - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
 - To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
 - To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
4. The right to request that UCM not disclose directory information about students. Directory information includes the following items at UCM, and may be released without the student’s consent:
- name
 - mailing and physical addresses
 - telephone numbers
 - email addresses
 - date and place of birth
 - county, state, or US territory from which the student originally enrolled
 - major field of study
 - class (junior, senior, etc.) (but not particular number of hours earned)
 - enrollment status (including current enrollment, full-time/part-time, withdrawn) (but not particular number of hours earned)
 - participation in officially recognized activities and sports
 - weight and height of members of athletic teams
 - dates of attendance and anticipated date of graduation
 - degrees and awards received
 - the most recent previous educational agency or institution attended by the student
 - student photo or image (for university use only)
 - honors received (e.g., Dean’s List recognition, graduation with honors) (not GPA or grades or Honors College membership)

Students who wish to suppress their directory information must complete a “*Request to Suppress Director Information*” form, which is available from the Office of the Registrar (WDE 1000, www.ucmo.edu/registrar/ferpa).

Please note these important details regarding placing a directory suppression on a record:

- Directory suppression applies to all elements of directory information on a record. UCM does not apply directory suppression differentially to the various directory information data elements.
- No information will be released to third parties without the student’s signature and that this means that the student will not be able to call and receive his/her own information over the phone. Information about the student will only be released to the student in person, via his/her UCM e-mail account, or after the student’s identity has been verified.
- Any requests for directory information from UCM will be refused. T ’s