

## **University of Arkansas at Monticello**

### **Release and/or Restriction of Student Information**

Generally speaking, FERPA allows the University to disclose education records or personally identifiable information from education records in the following circumstances: (1) with the written consent of the student; (2) if the disclosure meets one of the statutory exemptions\*; or (3) if the disclosure is “directory information”, and the student has not placed a hold on release of “directory information”.

At UAM the following items are considered “directory information”:

- |                              |   |
|------------------------------|---|
| 1. Name                      | 10. Classification by year                            |
| 2. Address                   | 11. Dates of attendance at University                 |
| 3. Telephone number          | 12. Major field of study                              |
| 4. Photograph                | 13. Participation in recognized activities and sports |
| 5. Date and place of birth   | 14. Weight and height (athletic teams)                |
| 6. Parent’s name and address | 15. Scholarships, honors, degrees and awards received |
| 7. Spouse’s name and address | 16. Name of most recent educational institution       |
| 8. Number of hours enrolled  | 17. Campus e-mail address                             |
| 9. Number of hours completed | 18. UAM ID card                                       |

#### **Restricting Information**

At any time students may restrict the release of any/all “directory information” by visiting the student’s WeevilNet self-service account and accessing the “Security” tab on the Personal Information page to enter the restriction. Students should be aware that restricting the release of “directory information” has other consequences. For example, depending upon the particular directory items restricted, the University may not notify a student’s hometown newspaper about awards and honors received, may not verify enrollment to a third party, or may not verify degree completion to a third party.

#### **Release of Information**

Except to the extent that FERPA authorizes disclosure without consent\*, personally identifiable information from a student’s education records, other than “directory information”, will not be disclosed without prior written consent of the student. This includes the following information concerning a student: 1) Academic (except for academic items listed as “directory information”); 2) Financial; 3) Disciplinary; 4) Health; and 5) Psychological. If a student wants the University to release any and/or all of the above information to a parent, spouse, or other third party, the student must visit the student’s WeevilNet self-service account and access the “Release of Information” link below the personal information section. The release is valid from date entered throughout continuous enrollment. Any changes or updates must be submitted through the same link.

**\*Note: The University may disclose personally identifiable information from a student’s record without consent** to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; a volunteer or other party performing an institutional service or function for the University. A legitimate educational interest exists if the official needs to review an education record in order to fulfill his/her professional responsibilities for the University, including, but not limited to, performing a task in furtherance of the University’s educational mission; performing an administrative task outlined in the official’s duties; performing a supervisory or instructional task directly related to a student’s education; or providing a service or benefit for a student such as health care, counseling, job placement, or financial aid. School officials may not access student records for personal reasons.

Complete text of UAM Operating Procedure 545.1 may be found at  
<http://www.uamont.edu/pages/resources/finance-administration/operating-procedures>  
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