

March 4, 2022

Re: Bi-Annual Communication - Family Educational Rights and Privacy Act (FERPA)

Dear Campus Community:

The Family Educational Rights and Privacy Act (FERPA) of 1974 requires that the University notify students annually of their rights. Each academic year San Jose State sends out notifications to students, through messaging and publication on the Registrar's website, providing information on these rights and giving students an easy mechanism to update the privacy restriction flag. This information is also provided to new students prior to their registration. The FERPA notification will be released every regular semester, fall and spring, to inform students about their FERPA rights.

FERPA gives students certain rights with respect to their education records. These rights and other stipulations of the law can be found on the [Registrar's FERPA website](#).

In Spring 2021, we rolled out a new process for the Authorization to Release Student Information through the MySJSU Portal. This new process allows the student to give a designated person or persons (e.g. Parent or legal guardian) permission to have their information disclosed from their records (academic, financial aid, financial accounts, and housing). The student can log into their MySJSU portal to complete the Authorization to Release page.

This authorization to release does not allow the sharing of SJSU ID and password information to their designated person or any other individual. It only allows campus officials to disclose information, from their education record, to their designated person.

If you find that a breach has occurred that a student's login information has been compromised by a parent or other third party, please report the incident to SJSU IT Security Team, security@sjsu.edu.

Note that staff that are designated as 'school officials' and who currently have view access to academic records will have access in Peoplesoft to view the Authorization to Release page as well. The navigation link to this page is available on [the Faculty & Staff page](#).

You can find other resources related to FERPA. The **revised** FERPA Bulletin for the campus provides the inclusion of the university policy of student information disclosure which is more restrictive than what FERPA provides. It also identifies school officials who are custodians of other student records. The FERPA Brochure can be printed for distribution to your staff and students.

The FERPA workshop PowerPoint covers the major components of the law as it applies to post-secondary institutions, SJSU's policy on student information disclosure and the FFV's or Frequent FERPA Violations. These are practical tips on the do's and don'ts of FERPA. (Pages 20-23). We have also included links to the Presidential Directive on Disclosure of Student Information for guidance on campus policies governing access to student information, release of information to the public, requesting student data, and conducting university-wide surveys.

Another link that is useful for everyone to know is [SJSU best practices on data security](#).
More information can be found regarding Data Security at the [Information Security website](#).

We strongly encourage everyone to look up this information as this would be greatly beneficial to all in the enforcement of FERPA on our campus.

Lastly, the Office of the Registrar offers FERPA training workshops on demand. If you are interested in holding a training workshop for your faculty, staff, and student assistants in your respective areas, a workshop can be arranged with my office.

Sincerely,

Marian Yao, MBA
University Registrar & FERPA Compliance Officer