

March 29, 2021

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 notification 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 this bi-annual notification, we are informing you about the new process for students to grant permission to school officials to disclose their student information to their designated person such as their parent or legal guardian. The CSU Chancellor's Office released the Authorization to Release modification in Peoplesoft to all 23 campuses. This mod replaces the paper form of the FERPA Release form that a student would be required to complete in various offices. Students may now be able to complete this form on their MySJSU portal. Below are the department listings that students can designate the release of their student information.

Admissions Office  
Bursar's  
Financial Aid  
Housing Services  
Office of the Registrar

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 to hold 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  
University Registrar  
FERPA Compliance Officer