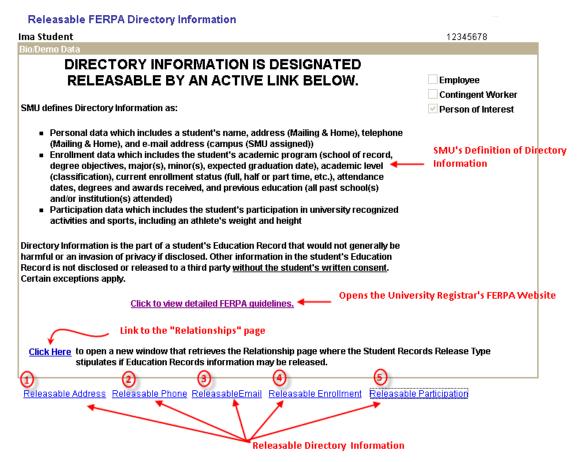
SMU University Registrar AR2450 – 3

## Review FERPA Display Staff Instructions

Navigation: Campus Community > Personal Information > Biographical > Person FERPA > Review FERPA Display

- Enter student's ID.
- Click the Search button.
- 1. If student has "No Directory Restrictions" then the following page will load:



Clicking on each of the above active link will display releasable student directory information:

- 1. Releasable Address will list student's home and mailing address
- 2. Releasable Phone will list student's home and mailing phone
- 3. Releasable Email will list student's SMU (Campus) e-mail
- 4. Releasable Enrollment will list student's:
  - i. All active programs
  - ii. All terms of enrollment

- iii. Completed programs (if any exist)
- iv. Previous schools and/or institutions attended
- 5. Releasable Participation will list the contact information for the Athletic Department/ Office of Compliance.
- 2. If student has "Full Directory/Complete Restrictions", then the following page will load:

## Releasable FERPA Directory Information

Ima Student	12345678
Bio/Demo Data	
NO DIRECTORY INFORMATION DESIGNATED	<b>Full Directory Restriction</b>
RELEASABLE.	Employee
	Contingent Worker
SMU defines Directory Information as:	Person of Interest
<ul> <li>Personal data which includes a student's name, address (Mailing &amp; Home), telephone (Mailing &amp; Home), and e-mail address (campus (SMU assigned))</li> <li>Enrollment data which includes the student's academic program (school of record, degree objectives, major(s), minor(s), expected graduation date), academic level (classification), current enrollment status (full, half or part time, etc.), attendance dates, degrees and awards received, and previous education (all past school(s) and/or institution(s) attended)</li> <li>Participation data which includes the student's participation in university recognized activities and sports, including an athlete's weight and height</li> <li>Directory Information is the part of a student's Education Record that would not generally be harmful or an invasion of privacy if disclosed. Other information in the student's Education Record is not disclosed or released to a third party without the student's written consent. Certain exceptions apply.</li> </ul> Click to view detailed FERPA quidelines.	

Note that no links are displayed anymore at the bottom of the page because student has chosen to restrict all of his/her directory information and hence no information is designated releasable.

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3. If student has "Partial Directory Restrictions", then following page will load:

## Releasable FERPA Directory Information

Ima Student	12345678
Bio/Demo Data	
DIRECTORY INFORMATION IS DESIGNATED RELEASABLE BY AN ACTIVE LINK BELOW.	Employee Contingent Worker
SMU defines Directory Information as:	Person of Interest
<ul> <li>Personal data which includes a student's name, address (Mailing &amp; Home), telephone (Mailing &amp; Home), and e-mail address (campus (SMU assigned))</li> <li>Enrollment data which includes the student's academic program (school of record, degree objectives, major(s), minor(s), expected graduation date), academic level (classification), current enrollment status (full, half or part time, etc.), attendance dates, degrees and awards received, and previous education (all past school(s) and/or institution(s) attended)</li> <li>Participation data which includes the student's participation in university recognized activities and sports, including an athlete's weight and height</li> <li>Directory Information is the part of a student's Education Record that would not generally be</li> </ul>	E l'orson of interest
harmful or an invasion of privacy if disclosed. Other information in the student's Education Record is not disclosed or released to a third party without the student's written consent. Certain exceptions apply.	
Click to view detailed FERPA quidelines.	
Click Here to open a new window that retrieves the Relationship page where the Student Rec stipulates if Education Records information may be released.	ords Release Type

Releasable Address Releasable Phone Releasable Email Releasable Enrollment Releasable Participation

Non-active links means directory item has been restricted by student and shouldn't be released.