

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:

Releasable FERPA Directory Information

Ima Student 12345678

Bio/Demo Data

**DIRECTORY INFORMATION IS DESIGNATED
RELEASABLE BY AN ACTIVE LINK BELOW.**

SMU defines Directory Information as:

- Personal data which includes a student's name, address (Mailing & Home), telephone (Mailing & Home), and e-mail address (campus (SMU assigned))
- 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) ← SMU's Definition of Directory Information
- Participation data which includes the student's participation in university recognized activities and sports, including an athlete's weight and height

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.

[Click to view detailed FERPA guidelines.](#) ← Opens the University Registrar's FERPA Website

[Click Here](#) to open a new window that retrieves the Relationship page where the Student Records Release Type stipulates if Education Records information may be released. ← Link to the "Relationships" page

1
[Releasable Address](#)

2
[Releasable Phone](#)

3
[Releasable Email](#)

4
[Releasable Enrollment](#)

5
[Releasable Participation](#)

← Releasable Directory Information

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 RELEASABLE. ← **Full Directory Restriction**

☐ Employee
☐ Contingent Worker
☒ Person of Interest

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- Participation data which includes the student's participation in university recognized activities and sports, including an athlete's weight and height

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[Click to view detailed FERPA guidelines.](#)

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.

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

Releasable FERPA Directory Information

Ima Student 12345678
Bio/Demo Data

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RELEASABLE BY AN ACTIVE LINK BELOW.**

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- Personal data which includes a student's name, address (Mailing & Home), telephone (Mailing & Home), and e-mail address (campus (SMU assigned))
- 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)
- Participation data which includes the student's participation in university recognized activities and sports, including an athlete's weight and height

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[Click to view detailed FERPA guidelines.](#)

[Click Here](#) to open a new window that retrieves the Relationship page where the Student Records Release Type stipulates if Education Records information may be released.

[Releasable Address](#) [Releasable Phone](#) [ReleasableEmail](#) [Releasable Enrollment](#) [Releasable Participation](#)

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