

UConn Early College Experience FERPA Guidance for Site Representatives

As a High School Site Representative, you play a key role in assisting UConn’s Early College Experience (ECE) Students. With dual responsibilities between your high school and the University, it can be difficult to always know when it is permissible to access and share Student records and information under the Family Educational Rights and Privacy Act (FERPA). The following information is intended to guide your decisions when disclosing student records and information in your capacity as a UConn ECE Site Representative.

What is FERPA?

FERPA affords certain rights regarding the access and protection of a Student’s education records. The term “education record” includes any personally identifiable information, or “PII,” contained in records, files, and other materials in any documented format that directly relates to a current or former Student. For example, a Student’s course schedule, fee bills, conduct history, and grades are all considered education records under FERPA.

Why is FERPA applied differently at UConn than your High School?

Under the law, parents/guardians typically have the right to access their student’s education records and have some control over the redisclosure of such records until their student is 18 years old. However, when a student is enrolled in courses at an institution of higher education, such as UConn, FERPA transfers these rights from the parent/guardian to the student, regardless of the student’s age. This means that parents/guardians do not have the right to access their student’s UConn records and information. Therefore, FERPA requires you to protect the confidentiality of student records related to UConn and you generally may not share information with parents or guardians.

What should I do if a parent or guardian requests UConn ECE academic progress information related to their student (e.g. grades)?

Please redirect grading inquiries from a parent/guardian back to their student. If they insist on speaking with a school official, please redirect them to UConn’s Early College Experience Office. The UConn ECE Program Office Staff have mechanisms in place to obtain the appropriate FERPA consent from each Student to permit discussions with parents/guardians.

What parties may I share student records and information with?

Under FERPA, you may share any records and information related to a Student, from both their high school and University files, with UConn so long as the disclosure is for purposes related to the Student’s enrollment or transfer. You may always share any records and information that directly relate to a specific Student, with that Student.

Keep in mind, FERPA only protects the Student’s education records and information contained within such records. Therefore, you may generally discuss UConn ECE policies and procedures with parents or guardians. Additionally, FERPA does not protect records of prospective UConn Students (e.g. applications). It is generally permissible to discuss application status with parent/guardians, however it is recommended that you encourage the Student to communicate directly with their parent/guardian.

Please request guidance from your high school for FERPA questions and procedures related to a Student’s high school records and information. Different rules may apply.