# FERPA
The Family Educational Rights and Privacy Act

## FERPA in a Nutshell:
- You cannot share student information with other students.
- You must take measures to ensure that homework and test scores are not accessible to the class at large.
- Very rarely can you share student information with the public. Always err on the side of caution.
- You have a responsibility to be professional and conservative when sharing information with co-workers.
- You cannot use student information for activities that are not related to the position that warrants your access.

## Information that can sometimes* be released to the public:
- Student Name
- Student ID Number
- Status as a NMT student
- Address
- Phone Number
- Dates of Enrollment
- Class (Fresh, Soph, Junior, etc.)
- Previous institution(s) attended
- Major
- Awards and Honors, Honor Roll
- Degrees Earned

*Students have the option to make this information confidential. Check with the Registrar's Office to verify if such a request is on file.

## Information that can never* be released to the public:
- Any information that isn’t included on the other list, including
  - Grades
  - Social Security Number
  - Academic performance
  - Account balance
  - Class schedule
  - General student well-being

**What about Parents?**
- Parents are considered to be the general public and have no special privileges to know their son or daughter's information, even if the student is under 18.

**What about other NMT Employees?**
- All student information may be shared with your coworkers, supervisor, and administration if one of the following apply:
  1. The person needs to know the information to do their job
  2. The person is performing a task related to the student's education or to student discipline
  3. The person is providing a service or benefit to the student or student’s family
  4. The person is maintaining safety and security on campus

*Are there any exceptions?*
- If you receive a subpoena or if an individual is in danger you may release the necessary information to school officials and law enforcement.
- If a student provides written permission to discuss his/her records with a third party you may do so.

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If you have questions about FERPA, please contact the Registrar at registrar@nmt.edu