

FERPA ON-LINE TRAINING QUIZ

- 1. Why is it important for you to know about FERPA?**
 - a) Students have a right to keep their educational records confidential.
 - b) As an employee I can access student records in order to do my job.
 - c) It's not important. It's a waste of my time.
 - d) Both (a) and (b) above.

- 2. You receive a call from a person requesting information about a particular student at IUP. The student does not have a confidential flag. You may release all of the following information except:**
 - a) Dean's List
 - b) Class schedule
 - c) Major
 - d) Enrollment

- 3. A faculty member needs to return graded student papers. Which of the following methods is appropriate under FERPA?**
 - a) Place each paper in an envelope with the student's name on it and leave these envelopes with the department secretary. The department secretary, after checking photo ID, can then give the envelope to the specific student.
 - b) Leave the papers in a box outside the office door.
 - c) Give all the papers to a student during class to distribute.
 - d) All of the above.

- 4. A group of students failed a particular course exam. Based on this result, they need to complete an additional project. The faculty member sends an e-mail to all of the students listing their e-mail addresses. The opening line of the e-mail reads, "Dear Student, because you failed the recent course exam. . . " Is this a violation of FERPA? Why?**
 - a) Yes, students should not see/know other students' grades.
 - b) Yes, if any one of the students has a "Confidential flag", their e-mail address cannot be shared.
 - c) No, because students have a right to know their grades.
 - d) Both (a) and (b) above.

5. **Which of the following is “educational record” information under FERPA and cannot be released without the student’s authorization?**

- a) Probation/dismissal status.
- b) Grade in a course.
- c) Class attendance.
- d) All of the above.

6. **A parent calls and wants to know his son’s grades. He says he “pays the tuition and you need to give him what he wants.” You should:**

- a) Give him what he wants.
- b) Ask him if his son has given him authorization through the Student Record Release Authorization and has given him a key word and key phrase.
- c) Tell him you can’t help him.
- d) Ask him for a copy of his income tax return, proving he claims his son as a dependent so you can give him the grades.

7. **You’re walking through one of the buildings at lunchtime and see a list of student Banner ID’s and grades posted outside an office door. What do you do?**

- a) Nothing. It’s not your business.
- b) Knock on the office door and tell the instructor to take the list down.
- c) Notify your supervisor. Then if there is still a question, contact the Associate Registrar for Student Records.
- d) Take the list down and shred it.

8. **An individual rushes into your office and reports that he is the brother of a student. He demands to see her class schedule so he can find her. He says it’s a family emergency. You should:**

- a) Print out her class schedule and hand it to him. It’s an emergency.
- b) Look up her schedule and escort him to her class.
- c) Contact Campus Police for assistance.
- d) Tell him you cannot help him because of FERPA.

9. **What does “legitimate educational interest” mean?**
- a) That any individual at IUP (faculty, staff, administrator, etc.) can look at any student record.
 - b) That no one can look at any student’s record.
 - c) That an individual at IUP (faculty, staff, administrator, etc.) can access a student’s record in order to perform his/her job duties.
 - d) That because I’m curious and have access, I can look at any student’s record.
10. **You get a subpoena for the records of a student in your college. You should:**
- a) Comply with the subpoena. After all, it’s a legal document.
 - b) Immediately forward it to the Associate Registrar for Student Records to handle.
 - c) Give it to your Dean to take care of.
 - d) Send it to the student so they know someone is requesting their records.

You’re almost done! Answers for these questions can be found on the Registrar’s website – www.iup.edu/registrar -- Policies - - FERPA – -FERPA on-line training quiz answers.