FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT
A federal law that governs the release of, and access to, student education records. When in doubt, don’t give out!

Know the difference

Directory
WCU does not make directory information generally available to the public. Disclosure of this information should not be performed by anyone not authorized to do so.

- Name
- Address (local, permanent, and email)
- Telephone number (local and permanent)
- College/School of enrollment
- Major field of study
- Current enrollment status (dates of attendance, full-/part-time enrollment, withdrawn)
- Degrees conferred by West Chester University (including date)
- Participation in officially recognized sports and activity

Non-Directory
Student record information must not be released to third parties outside the University, including parents and spouses

- Social Security number
- Tuition charges
- Grades and related information
- Date and place of birth
- Disciplinary actions
- Ethnicity
- Advisor’s name
- Residency status
- Current class schedule and courses completed

Withholding Directory Information
Students may complete the Request to Prevent Disclosure of Directory Information to prevent the distribution of data

The protection shade is visible in myWCU

If you receive a request for information about a student & their record displays the icon above only respond with:

"I have no information available on an individual who matches the information you provided."

Day-to-Day Strategies

Cloud Storage
It is essential to use caution when storing non-directory information in the cloud.

E.g. Google docs or Dropbox

Email
- Messages containing education records should not be sent to any student other than the one to whom the records belong.
- Always communicate through WCU email addresses.
- Email messages containing personally identifiable information, or that refer generally to the education record may be sent to more than 1 student if individual messages are sent to recipient and are sent out of myWCU.

Phone
- Try to serve students in person or via WCU email as often as possible.
- For general questions about registration, process, policy, etc. refer callers to the appropriate section of the WCU website.
- If specific student information needs to be shared, ask to follow up with an email to their WCU account.

Computers
- If you ever encounter a situation where a laptop or files containing student records, are lost or stolen, please contact the Registrars office.

myWCU
- When you're away from your computer, log off or lock the screen (Ctrl+Alt+Delete).
- When in use, don’t allow others to look over your shoulder

Signs & Lists
- Do not include non-directory information.
- Remove students who have requested non-disclosure.
- Never use social security numbers on any list.
- If you do not have access to myWCU, contact your dept. or the Registrars office.

Registrar Contact Information:
Kershner Student Service Center
25 University Ave, West Chester, PA 19383
610-436-3541 | ferpa@wcupa.edu