Background

Family Education Rights and Privacy Act (FERPA) directory information is information contained within a student's education record that, if disclosed, would not generally be considered harmful or an invasion of privacy. Directory information may be released without the student's explicit consent. For example, FERPA directory information may be disclosed under a public records request unless the student has asked for a FERPA block. Another example would be commencement programs that contain the graduating student's name and credential earned.[1]

As defined by the federal regulation, directory information may include the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

The purpose of defining the FERPA directory information is to explicitly establish what student-related data may be shared without first obtaining the student's consent. Students are given the opportunity to exclude themselves from any public disclosure of this information by indicating a FERPA block. Information not included in the directory information definition may be disclosed only with the student's written consent.

A single definition of directory information is important as ctcLink is implemented across the community and technical college system. ctcLink allows only one person record for each individual. This one record is shared across all colleges in the system.

The system's Data Governance Committee formed a subcommittee to develop a proposal that was approved by the councils and commissions as well as the college Presidents and ctcLink Working Group in the fall of 2020.

The proposal included a global definition of FERPA directory information as well as a request to modify the FERPA Block functionality in ctcLink.

The State Board adopted the global FERPA directory information policy in the summer of 2020 which can be found in Chapter 5.70.20.

FERPA Block functionality was implemented in ctcLink Campus Solutions in the summer of 2021.

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[1] The full text of FERPA may be found on the Electronic Code of Federal Regulations: https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=34:1.1.1.1.33

CONTACT INFORMATION

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System-Wide Definition of FERPA Directory Information

FERPA Directory Information is defined system-wide and includes the following categories:

- ➢ Student's name

- ➢ Major field of study

- ➢ Enrollment status

- ➢ Dates of attendance

- ➢ Participation in recognized sports

- ➢ Degree or certificate earned

- ➢ Term degree or certificate awarded

- ➢ Honors

ctcLink Campus Solutions records and data elements associated to each of the FERPA directory categories are listed below.

- ➢ Student's Name

    Record name: VCS_BIO_PRIORTY

    Field Name:

    - NAME_PREFIX (Mrs., Ms., Mr., etc.)

    - NAME (full name)

    - FIRST_NAME

    - MIDDLE_NAME

    - LAST_NAME

    - NAME_SUFFIX (Sr., Jr., III, etc.)

    - **Where FERPA_BLOCK = N**

- ➢ Major Field of Study

    Record name: ACAD_PLAN

    Field Name: DESCR

- ➢ Enrollment Status

    Record name: STDNT_CAR_TERM

    Field Name: ACADEMIC_LOAD

➢ Dates of Attendance

   Record name: STDNT_ENRL and TERM_TBL

   Field Name:

   - Based on the STRM field in the STDNT_ENRL table:
     - TERM_BEGIN_DT
     - TERM_END_DT

➢ Participation in recognized sports (not recognized activities)

   Record name: EXTR_ACTVTY_TBL

   Field Name:

   - DESCR
   - **Where EXTRA_ACTVTY_TYPE = ATHL**

➢ Degree or certificate earned

   Record name: ACAD_DEGR and ACAD_DEGR_PLAN and ACAD_PLAN_TBL

   Field Name:

   - ACAD_DEGR record DEGREE field
   - ACAD_DEGR_PLAN record ACAD_PLAN field
   - ACAD_PLAN_TBL record TRNSCR_DESCR field

➢ Term degree or certificate awarded

   Record name: ACAD_DEGR

   Field Name: COMPLETION_TERM

➢ Honors

   Record name: HONOR_AWARD_CS and ACAD_DEGR_HONS

   Field Name:

   - HONOR_AWARD_CS record DESCRFORMAL field
   - ACAD_DEGR_HONS table DESCR field

ctcLink FERPA Block Functionality

Students are provided a single option to block all directory information in the Student Self-Service area. This is a change from the delivered functionality that allows students to select one or more categories to block.

At the time of implementation, any student who had previously indicated a FERPA block on one or more categories were converted to the single block option.

The new FERPA Block functionality was implemented in ctcLink Campus Solutions in July 2021.

Technical Details

The FERPA block flag is required for all custom queries in ctcLink that contain the student's name to indicate if the student has requested a FERPA Block.

The data related to the student's request for a FERPA Block is stored in the following Campus Solutions tables:

> ➤ PS_FERPA_OVERRIDE – Contains a single record per student (EMPLID) who has requested a FERPA block of directory information.
> ➤ PS_CTC_FERPAOVR_BU – Stores the data from the PS_FERPA_OVERRIDE table prior to the implementation of a single block option.

The Campus Solutions tables described above are also available in dataLink.

The FERPA Block Flag can be found in the VCS_BIO_PRIORTY and VCS_BIO_PRIMARY views.

COMMUNITY AND TECHNICAL COLLEGES
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