“For the Record” email
2016 04-13

Subject Line: For the Record: distributing student course work information

Good morning, Unit Records Coordinators,

“For the Record” is a new series of monthly communications that highlight a topic of interest and usefulness to your records management responsibilities.

This month, For the Record, the focus is on best practices in distributing student course work information.

The process of returning to students their quizzes and homework assignments must protect the students’ privacy. Leaving such documents in areas that are accessible to those who do not have the right to see that information is a potential violation of the Family Education Rights Privacy Act (FERPA). FERPA states that documents containing student names, student ID numbers, grades or other personally identifying information, are considered confidential and protected and must be treated as such.

Additional FERPA questions may be directed to Rhonda Kitch, Registrar, rhonda.k.kitch@ndsu.edu.

Information about NDSU’s records management program is available at https://www.ndsu.edu/recordsmanagement/.

We welcome your suggestions for future “For the Record” topics.

Thank you,
CeCe