

# Releasing Student Information to External Parties

## Guidelines for Edgewood College Faculty and Staff

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An “external party” is any party not affiliated with Edgewood College. Examples would be a law enforcement officer or a representative from a governmental agency such as the Department of Homeland Security, the Federal Bureau of Investigation, the Department of State, Immigration and Customs Enforcement, or the Central Intelligence Agency.

The below provides details about FERPA and why we need to be extremely careful in the release of ANY student information to an external party. In the interest of our students, we must be aware of how to handle such requests. Please take a few moments to review this document in its entirety.

- The Family Educational Rights and Privacy Act, commonly known as FERPA, provides clear guidelines on what type of personally identifiable information we can and cannot provide to parties outside the institution about our students’ educational records.
- The best guideline to follow whenever an external party requests information about a student is to provide no information. FERPA does allow for the release of some personally identifiable information without the written consent of the student, but it’s a very small list and the rules are quite complicated; it is much better to err on the side of caution and provide no information.

So what exactly should you do if a person from outside the College requests any sort of information about a student? Regardless of who that person may be:

If the request is received through the mail or is being asked over the phone:

- Direct the person to the Registrar’s Office. Contact information: DeRicci 212, 608-663-3256, or [registrar@edgewood.edu](mailto:registrar@edgewood.edu) .

If the external party is physically here on campus:

- State that you are not authorized to provide such information, and that the campus protocol is to contact the Security Office, who will address the request.
- Call the Security Office at **(608) 663-3285**, and have them come escort the person to their office.
- The Security Office will contact the Registrar’s Office, and the request will be researched to determine whether the information will be provided.

Any questions about these Guidelines should be directed to Michelle Kelley: DeRicci 212, 608-663-3256, or [registrar@edgewood.edu](mailto:registrar@edgewood.edu) .