Checklist for Privacy and Confidentiality
(FERPA and State Privacy Laws)

☐ Does your advising office have a FERPA policy?
☐ Does your advising office annually communicate this policy to students and Advisors?
☐ Does your advising office ensure that Advisors consistently follow this policy?
☐ Does your institution’s General Counsel annually review this policy?
  ☐ Specifically ensuring your office’s policy is in line with:
    ☐ Any new aspect of FERPA law or regulations?
    ☐ Institution FERPA policy?
    ☐ State privacy laws applicable to your institution? (State law—common or statutory—may prohibit disclosures that FERPA permits or it may require maintenance of records where FERPA does not)

☐ Does your FERPA policy:
  ☐ Define what is to be included in and excluded from advising records? (Once something is included, it is FERPA-protected until the record is destroyed)
  ☐ Give students an option to inspect and request to amend their advising records?
  ☐ Provide students a means by which to give informed and voluntary consent to disclose their FERPA-protected education records?
    ☐ Does this consent form:
      ☐ Note the specific individuals or class of individuals to whom the education records may be disclosed?
      ☐ State which specific office or individual may disclose FERPA-protected information?
      ☐ Describe how long the consent is in place? (Consent will be in place until the specified date or until rescinded by the student)
      ☐ Note what specific records may be disclosed?
      ☐ List the purpose of the disclosure?
      ☐ Contain a signature and date line? (This can be a digital form)

  ☐ Require some sort of authentication from specified individuals when they call, email, or visit your advising office to gain access to FERPA-protected information? (e.g., a password provided by student on consent form)
  ☐ Require Advisors to maintain a log of all disclosures of FERPA-protected information? (Not required when the disclosure is based on consent or when disclosing to school officials with legitimate educational interest)