

[Home](#) > [Office of Admissions and Records](#) > [FERPA](#) > FERPA for Staff

## FERPA for Staff

- [Who can release student information?](#)
- [Obligation to release record information](#)
- [Deceased Students](#)
- [Student Workers](#)
- [Fraternities / Sororities](#)
- [Financial Holds](#)
- [Subpoenas](#)
- [Crisis Situations / Emergencies](#)
- [Who to Contact With Questions or Concerns](#)

## in this section

- [FERPA Home Page](#)
- **FERPA for:**
  - [Students](#)
  - [Parents](#)
  - [Faculty](#)
  - [Staff](#)
- [FERPA Tutorial](#)
- [Definitions](#)
- [Frequently Asked Questions](#)
- [Forms](#)

### Who can release student information?

An institution may disclose personally identifiable information without the student's written consent to "college officials" whom the institution has determined to have a "legitimate educational interest."

### Obligation to release record information

An institution is not obligated to release directory information to anyone. FERPA only says that an institution MAY release information, but there is no obligation to do so. **When in doubt, do not release information.**

### Deceased students

The privacy rights of an individual expire with that individual's death. Records held by an institution for a deceased person is not a FERPA issue but a matter of institutional policy. Temple College will exercise its own discretion in deciding whether, and under what conditions, information should be disclosed to survivors or third parties.

### Student workers

FERPA does not preclude an institution from identifying students as "college officials" with a "legitimate educational interest" for specific purposes. The same requirements and responsibilities for a full time college official exist for student workers. The student workers must be trained on FERPA just as if they were faculty or staff.

### Fraternities/Sororities/College Organizations

Many fraternities, sororities and college organizations maintain scholarship committees, academic excellence awards and related types of activities that are based upon personally identifiable information. However,

fraternity, sorority and college organization members in charge of these activities are not "college officials" and may not have access to student record information, unless the student has provided written authorization.

**Financial holds**

Students have the right to inspect the contents of their student folder, regardless of their financial status with the institution. However, an institution is NOT REQUIRED to release an official transcript if the student has a past due account.

**Subpoenas**

At Temple Collge, all subpoenas are first reviewed by the Office of Student and Enrollment Services to determine the appropriate course of action.

**Crisis situations/Emergencies**

If non-directory information is needed to resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is "necessary to protect the health or safety of the student or other individuals." Factors to be considered or questions to be asked in making a decision to release such information in these situations are: (1) the severity of the threat to the health or safety of those involved; (2) the need for the information; (3) the time required to deal with the emergency; (4) the ability of the parties to whom the information is to be given to deal with the emergency.

**Who to contact with questions/concerns**

General questions may be directed to the Office of Student and Enrollment Services or the Office of Admissions and Records, as appropriate. Comments or suggestions should be addressed to the Temple College Office of Admissions and Records, One College Center, (254) 298-8306.

*Last modified: November 30, 2006*