

# BUCKLEY AMENDMENT GUIDELINES

## Confidentiality

Regardless of the function you are performing at the University, it is extremely important to have some knowledge of the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly called the Buckley Amendment. A detailed description can be found in the Student Handbook, *Student Rights, Rules and Responsibilities*, and online at [www.unh.edu/student/rights](http://www.unh.edu/student/rights), and if you have not already done so, you should read the full text as soon as possible. Basically, the law was designed to protect the privacy of a student's educational records and to ensure the right of a student to inspect and review his/her educational records. Some information about a student is considered to be public. **Unless a student files a request to prevent ALL disclosure**, the following information is considered "directory information" and may be released to the public:

## Directory Information

1. Student's name, address, telephone listing, and e-mail address;
2. Major Field of study;
3. Participation in officially-recognized activities and sports;
4. Weight and height of members of athletic teams;
5. Dates of attendance;
6. Degrees and awards received;
7. Most recent previous educational institution or agency attended by the student;
8. Class;
9. Honor rolls;
10. Date of birth.

ALL other information, not only academic but also financial, disciplinary, non-academic, or medical, is **confidential and cannot be given to anyone** without the student's written release.

Normally, you should not be in a position in which you would have to give out any of the above information. It is always better to get a staff person to answer those inquiries.

## Compliance

Compliance with the Buckley Amendment is obviously a core issue in the Registrar's Office since we are the official keepers of the educational records. It also has significance for us because, while work here, we have access to confidential information about students we know. We must be extremely cautious not to let that information we see each day slip out through an idle comment or in innocent conversation. You as students, who work with this information so closely, are particularly vulnerable to requests from your friends and acquaintances who might ask you to look up a grade, something in an electronic folder, etc. There is only one correct response to this type of request: "**NO**". Since the Buckley Amendment ensures the rights of students to inspect their own records, students should come to this office to get the information they want. If you want to see your own records, you should ask the staff, and one of them will prepare the records for your viewing.

## Some specific directives:

1. If looking for information in a student's electronic folder, you should not read anything within that file other than the information you are seeking.
2. You should not look at rosters to find out a grade for yourself or anyone else.
3. You should not look up anyone's record.

Keeping confidential information confidential is our highest priority. While you work here, it must be yours as well.

The object of this orientation is to heighten your awareness and sensitivity of the confidentiality of information kept within this office. By following the intent of these guidelines, you will protect yourself and this office from possible lawsuits. Failure to observe these guidelines will result in your termination and would also prevent us from giving you any kind of positive recommendation.

Please sign the attached statement and return it to your supervisor. **Thank you!**