

Minnesota State College Southeast

FERPA FAQs for PSEO Students

What is FERPA? FERPA stands for Federal Family Education Rights and Privacy Act. This is a federal law that protects students and their private information. All PSEO students are granted the same protections under FERPA as MSC-Southeast's regularly enrolled students.

What information is protected? Generally, information pertaining to the student's academic record, disciplinary record, and personal identifying information is protected under FERPA and only disclosed to the student or to others outside of the institution with written permission from the student. For more information visit, [MSC Southeast - Policy 123 - Educational Records](#) or [Minnesota State Policy on Student Education Records](#).

What information is not protected? Directory information is considered public and can be released without the student's written permission; *however, the student may opt to keep this information confidential*. Directory information at MSC-Southeast would include: name, address, phone, major field of study, dates of attendance, enrollment status, classification, graduation date, and degrees, honors and awards received.

Students who wish to suppress their directory information must submit a written request by completing an Authorization to Withhold Directory Information form, which will remain in effect until a change is requested in writing. This form can be picked up in Student Affairs or found on our college website at on the [Student Forms](#) page. **Does FERPA apply to minors?** If the minor is a student or PSEO student at MSC-Southeast, the answer is yes. Parents/guardians/supporters of minors are not able to access non-directory information without a signed [Authorization to Release Student Information form](#), even if they are paying for the student's education.

What if a student wants to share more information with their parents/guardians/supporters or school? The student should fill out an [Authorization to Release Student Information form](#).

What information can be shared with high schools? It depends. High schools may be given information they need for a "legitimate educational purpose." They may not be given additional information beyond what falls under the legitimate educational purpose. The information they are given must be kept confidential, and they must not use the information for anything other than the legitimate educational purpose for which it was intended.

Can students get a copy of their high school transcript from MSC Southeast? Yes, students can request to see any information that is a part of their educational record. MSC Southeast has 10 days to comply with such requests. Students may be required to pay a fee for some of the information, such as official transcripts.

Is MSC Southeast required to comply with commercial requests for student information? Yes. The college has to respond to requests in a "reasonable" amount of time. Only directory information can be supplied, and the commercial entity may be charged for the information according to Minnesota State policies.

What if there is an emergency and someone needs to contact or locate a student who may be on an MSC Southeast campus? MSC Southeast employees cannot make exceptions to FERPA regulations, even when there is an emergency. If someone needs to contact or locate a student they believe to be on an MSC

Southeast campus, they should contact MSC Southeast, explain the situation, and provide contact information. MSC Southeast will attempt to locate the student and relay the message.

Where can I get more information on Minnesota State College Southeast policies? View our [Data Privacy policy](#) on the website.