Understanding FERPA

FERPA (Federal Educational Rights and Privacy Act of 1974) is a federal act designed to protect the privacy of college students by limiting access to their student records. Once a student enrolls in college, he or she can determine what types of information parents and other caregivers can access. This information falls into three basic categories: financial records (i.e. bills and financial aid information), educational records (i.e. grades and class schedules), and student life records (i.e. disciplinary actions).

Many students may choose to give caregivers permission to access some or all of this information. If a student is not a tax dependent and chooses not to give his or her caregivers FERPA permissions, Georgetown employees cannot share any of the student's records with the caregivers. However, if a college student is a tax dependent, colleges and universities can share appropriate information with the person who claims the student as a dependent on his or her taxes.

Your FERPA Permissions
The Portal > GC Life > Update Your Address / FERPA Permissions > FERPA Permissions.

Your FERPA permissions may be viewed and updated on The Portal (my.georgetowncollege.edu). Under the "FERPA Opt Out" tab, you can choose what type of information Georgetown College shares with third parties and what appears in the online college directory. Under the "FERPA Permissions" tab, you may add and remove permission for Georgetown College to share information with select individuals.

Adding a New Person
The Portal > GC Life > Update Your Address / FERPA Permissions > FERPA Permissions.

> Click "Add Parent/Guardian"
> Complete all fields
> Click "Submit"

This information will be reviewed by the Office of the Registrar. You will be notified via email when this person has been added. This process typically takes one business day. **Once added, you will need to return to The Portal to set the permissions for this person.**

Changing FERPA Permissions
The Portal > GC Life > Update Your Address / FERPA Permissions > FERPA Permissions.

> Check/uncheck the appropriate boxes next to each name. Unchecking all boxes will remove the individual's access to your information unless they claim you as a tax dependent.

Tax Dependency
Per FERPA, anyone who claims you as a tax dependent may have access to your information even if you remove their permissions as outlined above. When you add a new individual to your FERPA permissions, you will be asked to indicate if they claim you as a tax dependent. If you aren't sure, we strongly suggest that you speak with the individual you are adding. If you need to update tax dependency for a person already listed in your FERPA permissions, please contact the Office of the Registrar.

Questions?
Please contact the Office of the Registrar (contact information below).

Office of the Registrar

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