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FERPA and Navigate

FERPA

- FERPA: refers to educational records

- What exactly are educational records?
  - Directly related to student (i.e., contains personally identifying information)
  - Maintained by an educational agency or institution or by a party acting for the agency or institution
  - Can be paper or electronic (emails, grade reports, public safety reports, etc.)

FERPA and Navigate

- Navigate records (alerts, appointment summary reports, notes [unless you have set them as private notes for yourself only], other features) ARE educational records
- Confidentiality of these records – share only with "college official" who has a "legitimate educational interest"
- College officials include: all persons employed by the college, contractors/consultants (in some situations), Board of Trustees, students on official boards
- Students have the right to inspect <u>all of their educational records</u>

ACCESS (to educational records)

- Physical or technological controls: role-based

- Administrative controls: policies put into place that define how you should deal with sensitive information

Navigate Notes & Appointment Summary Reports

Navigate

- **Appointment Summary Reports:** Brief summary of your meeting; not visible to student; is visible to other Advisors and Academic leaders. Editable by creator of report, cannot be deleted (except by a system administrator).

- **Notes**: Notes about a student that do not represent direct communication with student. Default is that it is viewable by other Advisors and Academic Leaders; Can set to be viewable by yourself only; Can set to make viewable by student. Editable by creator of report, cannot be deleted (except by a system administrator).

Access and Navigate

- In the role of a "faculty advisor" you have access to information about students – but when should you use it?

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Writing Reports and Notes in Navigate

- **DO**
  - Briefly summarize what was discussed; highlight recommendations, referrals and follow-up plans

  - Write fact-based academic notes

  - Use general or coded language concerning sensitive information. Phrases like: extenuating circumstances, difficult situation, personal situation.

- **DON'T**
  - Summarize *everything* that was discussed; Include personal/sensitive information

  - Include speculation, subjective opinions, or judgments

  - Include sensitive information, personal concerns, private matters; including details of a family situation, mention of an assault, specifics about a health issue. (You can raise a Wellness Alert to share these concerns with Office of Student Support and Outreach.)

- **DO**

  - Record referrals made and resources shared (for example: "discussed resources at Health Center," "referred to Financial Aid office")

  - Include notes about positive student behaviors ("Student came prepared," "Student has talked to faculty in biology program about their major.")

- **DON'T**

  - Report details surrounding sensitive referrals (Don't explain the situation that caused you to refer a student to the Counseling Center.)

  - Include negative judgements about student behaviors ("I can't get her to be serious." "He seems uninformed.")