

What are the basic rules?

- As a faculty or staff member, you're responsible to protect education records in your possession.
- Student education records are considered confidential. They CANNOT be released without written consent of the student.
- You have access to information only for legitimate use in completion of your responsibilities as a CSU Pueblo employee. "Need to know" is the basic principle.
- If ever in doubt, do not release any information until you talk to the Registrar's Office (ext. 2261)
- A student who is enrolled is covered under FERPA on the first day of classes of the student's first term of enrollment.
- Some information is considered Directory Information and it may be released without the student's written permission. However, a number of students choose to keep this information confidential. You'll see a "CONFIDENTIAL" notation, and this means we cannot even acknowledge this individual is a student at CSU Pueblo.

Questions?
Visit the
Registrar's
Office [website](#)
or call 719-549-
2261

FERPA: Family Educational Rights and Privacy Act

Here is a list of what CSU Pueblo considers Directory Information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level
- Enrollment Status (e.g. undergraduate or graduate, full-time or part-time)
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended