

**FERPA (Family Educational Rights and Privacy Act)
FREQUENTLY ASKED QUESTIONS for PARENTS**

Q: I'm interested in seeing my student's grade report. How may I obtain a copy?

A: Although Grade Reports are not mailed to students, grades are available to students via the web on STUINFO, under Student Services, at www.reg.msu.edu. They can be printed and shared with you by your student.

Q: Why can't I obtain a copy of my student's grade report?

A: Under University policy, grade information is confidential, and can only be released directly to you by the University with the written consent of your student. The Guidelines Governing Privacy and Release of Student Records can be found in the University catalog, known as Academic Programs. Look on the web at: <http://www.msu.edu/unit/ucandc/updated/privacy.pdf>

Q: Can my student give me permission to access grades or other aspects of the academic record?

A: Yes. With written permission from the student, the Office of the Registrar can send a student's grades to a designated third party. The student may also submit a web request for a complete transcript under Transcripts at www.reg.msu.edu or <https://www.reg.msu.edu/StuForms/TranscriptRequest/Transcript.asp>

The fee is \$5.00 per transcript.

MSU also developed a way for students to grant third party guest access to their personal and financial information displayed in STU-INFO.

Q: How do we keep our student from getting junk mail at our home address?

A: It is against University policy to provide student names and addresses for commercial purposes except where required by law. The only listing available to the general public is the individual name search on the MSU home web page at www.msu.edu. A student who prefers to restrict directory information from being released by the University must complete an Information Restriction Request in the Office of the Registrar or on the web under Privacy Guidelines at www.reg.msu.edu.

What is directory information?

“Directory information is ... information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.” (FERPA Regulations, Code of Federal Regulations, Title 34, Part 99.3)

The following personally identifiable student information has been designated by MSU as directory information and may be included in publications or disclosed upon request without the prior consent of the student:

- a. name of student,
- b. the student's local address (if listed),
- c. the student's local phone (if listed),
- d. MSU NetID email address (if listed),
- e. the student's permanent address (if listed),

- f. the student's permanent telephone number (if listed),
- g. current enrollment status or dates of attendance,
- h. program level (undergraduate, graduate, professional),
- i. class (freshman, sophomore, junior, senior, etc.),
- j. major,
- k. current term candidacy for degree and/or teacher certification,
- l. employment status as a graduate teaching or research assistant, office address and office phone number,
- m. information pertaining to awards and honors achievements,
- n. degree(s) earned from Michigan State University and effective date(s),
- o. State of Michigan certification for teaching and effective date(s),
- p. participation in officially recognized University activities and sports, including weight and height of athletic team members,
- q. the registration documents of student organizations which contain the names and addresses of the officers and the statement of purpose of the organization. These documents are available in the Student Activities Office, 101 Student Services Building.

Q: I need proof that my student is enrolled full-time for insurance purposes. What is the easiest way to obtain this certification?

A: Your student can print an enrollment certification at:
<http://www.reg.msu.edu/ROInfo/EnrReg/Certify.asp>

Q: Is my student attending class?

A: MSU does not require the monitoring of class attendance, although some instructors do take attendance. This matter is best discussed between you and your student.

Q: How can I change my student's address(es)?

A: Only your student can change addresses by going to:
<https://www.reg.msu.edu/StuForms/ChangeAddress/ChangeAddress.asp>

Q: My student is trying to enroll and the class(es) are not available. What can I do?

A: Your student should contact the department that offers the course. There are many reasons a specific course may not be available. Your student may not have the required prerequisite or simply may need departmental approval.

Q: When do semesters and summer sessions begin and end?

A: For the academic calendar for this year and upcoming years, go to:
<http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp>

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