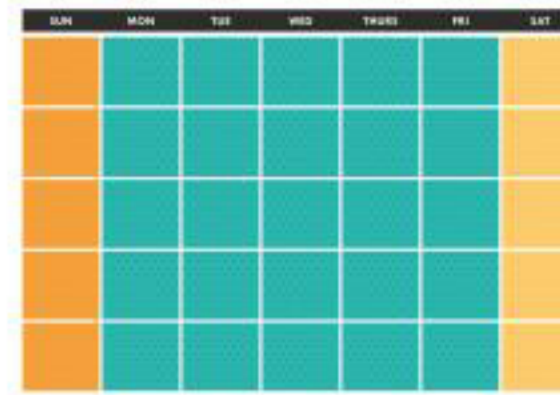


FERPA: Working With Students In Shared Office Spaces



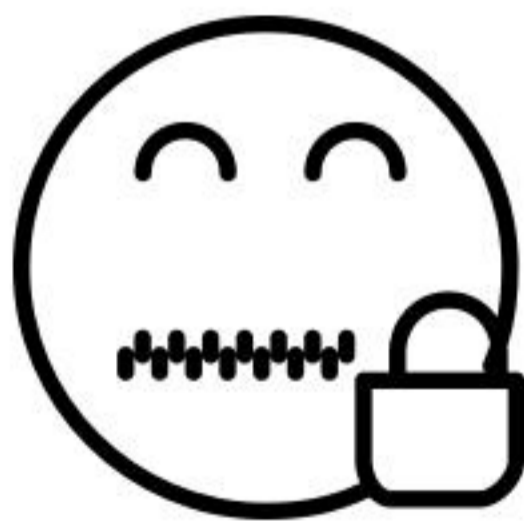
Set aside a space for meetings that may be covering very sensitive personal information and require more privacy.

If you share an office with a staff member, coordinate with them when scheduling appointments in order to prevent a student from overhearing private educational information about another student.



Relocate or reschedule if necessary to provide the student with needed personal privacy & security.

If other staff are present and sensitive information is being discussed, feel free to ask the student "Are you comfortable having this discussion here?"



Remember, as faculty or staff, the student educational information you overhear in the office space is covered under FERPA and should be protected.

Keep your student's information/files secured when you are out of the office and keep them out of the sight of others when there are visitors.

