

May 19, 2016

IU “Release of Student Information” Policy Changes

IU to no longer release student street addresses and phone numbers to the public

A student’s street address and phone number are no longer considered public information, or listed as part of the FERPA directory information at IU. All departments should review their student information release practices and ensure they are in compliance with these changes by June 1, 2016.

These policies are under review through May 27, 2016, and employee comments should be directed through the [policy feedback form](#).

[USSS-05 Release of Student Information Policy](#)

[USSS-06 Students Rights Under FERPA \(annual notification\)](#)

Summary of Policy Changes

- Removed **student street addresses and phone numbers** from the directory/public listing; This information is now classified as **university internal** information at all IU campuses and should no longer be provided for open records requests or inquiries from the public without written consent from the student
- Clarification on school official definition to specify other types of vended services that operate in this capacity (*a person or company with whom the University has contracted as its agent to provide a service, such as: an attorney, auditor, collection agent, **learning management system vendor** (e.g., Canvas), or other contractor which has agreed to assume responsibility specifically for the security of student records in the capacity of a “school official”*)

What does this mean?

Any practices that treat street address and phone number as public information will need to cease, or be modified to obtain written consent from the student. Example practices that must be modified include:

- printing school directories that include address/phone information
- posting student address and phone numbers on a department website open to anyone other than IU school officials
- providing address or phone numbers to a third party organization (e.g., honor society) without a contract or compliance agreement in place
- providing address or phone numbers of a student at a call center to the public

This does NOT mean that address and phone number cannot be shared with IU school officials or third parties with whom the university has contracted for university business. Please note, we have left student city and state only (hometown information) as part of the FERPA directory list.

In addition to reviewing the policy language, please evaluate your department processes to ensure you are in compliance with these changes by **June 1, 2016**. If you have any questions, you may submit them through the [feedback form](#) or contact the University Data Steward for student data at datastu@indiana.edu.