

## INFORMATION PROTECTION

### Family Educational Rights & Privacy Act (FERPA) and the Request to Restrict Directory Information

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a compilation of federal regulations passed by Congress in 1974. The purpose of FERPA is to provide rights to students and their families with regard to access and privacy of academic records. Therefore, all questions regarding student university academic records may not be released to a third party without a written and signed release from the student. There are exceptions to these restrictions. For these exceptions and required documentation or other information regarding FERPA, please go to:

- <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

or

- <http://www.umkc.edu/registrar/records/ferpa-staff.asp>

#### Videos

- [Introduction to FERPA](#)
- [FERPA and Students](#)
- [FERPA and Parents](#)
- [FERPA and Teachers](#)
- [FERPA and the Student Directory](#)

## Printable Online FERPA Form

When high school students are accepted into the University to take dual credit classes, their name, home address and phone number are automatically listed as public information in the University of Missouri-Kansas City (UMKC) student directory on UMKC's website [www.umkc.edu](http://www.umkc.edu). All UMKC students are a part of this directory. Dual credit students have been included because they are enrolled in UMKC courses through the High School/College Program (HSCP) in their high school, and are considered to be UMKC students.

Students may choose to restrict their directory information by completing the Request to Restrict Directory Information Form and submitting it to the UMKC Registration & Records Office at 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110-2499.

This form is available online at: <http://www.umkc.edu/registrar/records/ferpa-staff.asp>

UMKC will not disclose any information regarding students who have restricted their directory information except with a written request signed by the student. Students with restricted information will not be able to request information (including information about fees or payments) by phone.

## To Remove Information Restriction

Students may remove the restriction by submitting another Request to Restrict Directory Information form with the appropriate line checked.

HSCP students who restrict information will continue to have their directory information restricted if they become an on-campus UMKC student.

If you have any questions, please contact the HSCP office at (816) 235-1165 or [hscp@umkc.edu](mailto:hscp@umkc.edu).