

6. Information not on IUP's list of "Directory Information" cannot be released without written, signed and dated consent from the student.
7. Students have a right to withhold their directory information by filing a non-disclosure form with the Registrar's Office.
8. Do not display or create public lists of student scores or grades. Do not publish student ID numbers, any portion of a social security number or other personal identifiers.
9. Your access to educational information must be for legitimate educational use in order to do your job duties. Curiosity is not a legitimate reason to access a student's record.
10. If you are uncertain whether someone has legitimate educational interest, ask your supervisor. If there is still a question, contact the Associate Registrar for Student Records.
11. If you are a Banner user, watch for the notation "Warning: Information about this student is confidential" as well as the words "Confidential" next to the student's name. If you see this, no directory information may be shared with a third party about this individual.

12. Parents and spouses do not have automatic access to the educational record of a student. The student can choose to give such access through IUP's Student Record Release Authorization process. Specific details are located on the Registrar's home page – www.iup.edu/registrar.
13. Use secure venues – i.e., D2L when sending educational record information (i.e., grades, quizzes, etc.) to students. E-mail is not considered to be a secure venue.
14. In the case of an imminent emergency, contact Campus Police at 724-357-2141.
15. If you have any other questions, contact the Associate Registrar for Student Records at 724-357-4820.

