

Posting of Grades by Faculty¹

The public posting of grades either by the student's name, institutional student identification number, or social security number without the student's written permission is a violation of FERPA (Family Educational Rights and Privacy Act). Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA.

Instructors and others who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student's uncoerced written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

AUTHORIZATION TO POST SCORES

Class: _____ Time: _____ Quarter: _____

I authorize the instructor to include my scores on a grade sheet that will be posted or distributed in class periodically during the quarter. I understand that my scores will be identified by perm my number.

Print Name

Signature

¹ Section 6.16 of "Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended," American Association of Collegiate Registrars and Admissions Officers, Washington, DC