

NACADA - DAFOE Lunch & Learn Webinar
Topic: FERPA and record keeping

Presented By:

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FERPA

Know your institution's FERPA policy

What statement do you provide to parents, spouses, etc. when they ask you questions?

RECORD KEEPING

A necessity today for accountability, knowledge management, documentation, legal reason, etc.

Options

- Student success system, i.e. EAB
- OneNote
- Word
- Excel
- Intranet
- SharePoint
- Cloud storage – Google Drive or OneDrive

How do you keep records?

OneNote - sample



Sample Advising Notebook ▾

Adams, Jane

Captian, Joseph

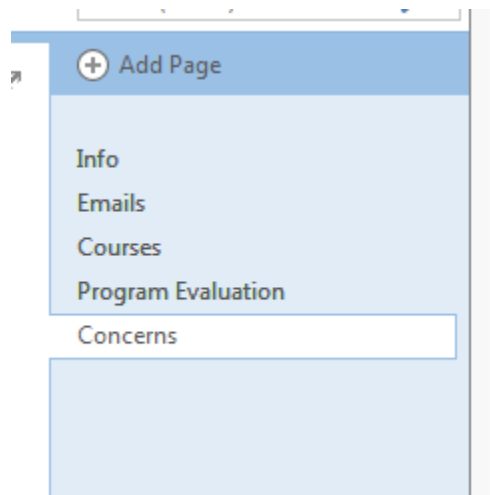
Graber, Nancy



Concerns

Wednesday, January 31, 2018

2:35 PM



RESOURCES ON FERPA

- Colleges with good examples of FERPA
 - https://www.bc.edu/offices/stserv/ferpa_faculty.html
 - <https://students.asu.edu/faq/154>
 - <http://www.aum.edu/faculty-and-staff/ferpa-scenarios>
- Resources on FERPA
 - <https://tech.ed.gov/wp-content/uploads/2014/09/Student-Privacy-and-Online-Educational-Services-February-2014.pdf>
 - <http://distance.ufl.edu/ferpa/>

RESOURCES ON RECORD KEEPING

- <https://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Intentional-use-of-technology-for-academic-advising.aspx>
- <https://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/Paperless-Advising-for-Todays-Students.aspx>
- <http://advisors4advisors.com/managing/personal-development/article/18336-advisors-dont-use-the-tech-tools-theyre-paying-for>