



Family Education Rights and Privacy Act (FERPA) Information for Parents

The University of Missouri-Kansas City is committed to protecting the privacy of student academic records in compliance with all federal, state and university legislation, regulations and policies. One of the most important regulations concerning educational records is the Family Educational Rights and Privacy Act (FERPA). For more information, please refer to:

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

All personally identifiable educational records maintained by the University and recorded as part of the normal business of the University are protected by FERPA (including grades, class schedule, fee assessments, scholarships, grants, work study, and loan amounts). The student and only the student may view his or her own records, unless specifically noted as an exception by FERPA. Some exceptions are:

- Employees of the University who need to view the records in order to conduct the business of the University.
- Lenders and organizations who are associated with the financial aid process may view records that are necessary to administer financial aid.
- Parents who demonstrate that they financially support the student may view the educational records of the student.
- The University will release educational records in compliance with a legally issued subpoena.

There are other exceptions noted in FERPA which students may review on the Department of Education, Family Policy Compliance Office website.

Some information within the educational record is defined as directory information and may be released without the student's consent unless the student submits a written request to restrict the release of directory information. UMKC defines "Directory Information" to include the following:

- Student name
- Address, telephone and email information
- Date and place of birth
- Major field of study
- Dates of attendance
- Fulltime and part time enrollment status
- The most recent previous institution attended
- Degrees and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Directory information may be made available to the public which includes publication of an electronic student directory. All students' names, addresses, email and telephone numbers will be included in the directory except those that request in writing to have directory information restricted. Students who restrict the release of directory information will not appear in the directory and no information will be released to the public from the students' records. Information other than that identified as directory is confidential and is not released to third parties without the express written consent of the student (see exceptions noted above).

The student may grant the University permission to release their student records to a parent/guardian or spouse by providing written consent. The student must complete a separate form for each person to whom they wish to grant access. **However, student records (registration, grades, GPA, balance due) are normally not released over the phone.**

To print a copy of the Information Release form or Directory Information Restriction form, please visit the Registrar's office website at <http://www.umkc.edu/registrar/forms.html>.

Other ways to have access to your student's records...

Even with a FERPA release, we may not be able to release information about your student over the phone. We have to make sure we are not releasing information to someone the student has not approved, and it is difficult to verify identity over the phone. There are other ways to gain access to your student's record with your student's permission.

Information you will need to gain access:

Student ID Number

All students are assigned a unique 8-digit identification number when they apply to the University. Social Security numbers are no longer used as student ID numbers.

Single Sign-On (SSO) / UMKC e-mail address

All students are assigned a user ID to use for computer access when they apply to UMKC. It is a combination of the student's initials and random letters and numbers. Students are e-mailed or mailed their SSO when they apply.

Students must "activate" their SSO by setting up a password. This can be done at <http://www.umkc.edu/launch>. The SSO is also the student's UMKC e-mail address when you put [@umkc.edu](mailto:umkc.edu) after it. The UMKC e-mail address is considered an official form of communication with students and should be checked regularly.

The SSO is used to log-on to computers in the on-campus computer labs as well as access secure web sites to obtain information like grades and the student's class schedule. Your student may wish to share their SSO and password with you as a way for you to have access to their information on the Internet from home.

Pathway: <http://pathway.umkc.edu>

UMKC's student information system is called Pathway. This is a secure web site where students can go to add and drop classes, view their student account and financial aid, update their address(es) and phone number(s), see if they have a hold on their account, pay their bill and much more. For parents to have access to their student's Pathway, the student must be willing to share their SSO and password with their parents. Students also have the option of setting up an Authorized User through our payment vendor so the parents can log-in to view and pay current bills.

Note: UMKC wants to help make the transition from high school to college as easy as possible and help facilitate communication between you and your student. We have discovered that there are less likely to be errors when the student handles as much of their own business with the University as possible. Thus, we urge you to be a supporter and a coach as your student navigates his or her educational experience.

Questions? Contact the Registration & Records office at 816-235-1213 or registrar@umkc.edu.