

## **Family Educational Rights and Privacy Act (FERPA)**

### **Brief Overview**

As we begin a new academic year, we all must be mindful of our important responsibilities regarding our students' confidential information.

The Office of Student Information and Services has sent out the annual FERPA notification to all students. This notification can be found at the following site:

[http://www.pepperdine.edu/registrar/content/ferpa\\_notification.new.pdf](http://www.pepperdine.edu/registrar/content/ferpa_notification.new.pdf).

We strongly encourage all staff to read this notification.

As Pepperdine's data stewards, we must be vigilant in protecting our students' information. We must treat all student information as confidential and avoid disclosing information to anyone other than the student, particularly if the request emanates from outside of the University.

Please be aware that students may allow parents, spouses, employers, or anyone else access to their academic or student account information by granting them "Guest Access" through Wavenet. Any calls from individuals claiming guest access privileges should be forwarded to the Office of Student Information and Services at ext. 7999.

#### *For More Information*

Please call Bryan Reeder, Associate Registrar in the University's Office of Student Information and Services at (310) 506-4381 or e-mail [bryan.reeder@pepperdine.edu](mailto:bryan.reeder@pepperdine.edu) with any other questions.

Thank you the excellent work you do on behalf of our students' privacy.