COLLEGE OF ARTS & SCIENCES | UNIVERSITY of WASHINGTON

# Sharing Student Information

FERPA provides students with certain rights, including control over the disclosure of information from their education records. Before sharing information about a student with a donor or anyone outside of UW business purposes, the student's FERPA status must be checked.

## FERPA Directory Information

- Name
- Street address
- Email address
- Telephone number
- Date of birth
- Dates of attendance
- Degrees and awards received
- Major and minor field(s) of studies
- Class
- Participation in officially recognized activities and sports
- Most recent previous educational agency or institution attended
- Weight and height

## Exceptions

Exceptions include students that have already provided their consent:

- via Beneficiary Portal
- as a recipient of public awards or recognition ex. Husky 100
- have signed a release form

## Additional Cautions

FERPA applies to all UW-generated records. Before sharing any student-related content we must verify the student's FERPA status. For a student that has opted out and blocked the release of **directory information**, no information may be released about that student. **The recommended response is, "I have no information about that individual."**

Consent for one specific use does not necessarily extend to future or different uses, even if the content is already public. Anonymizing information is not recommended, as students can often still be identified. Likewise, information from scholarship materials, such as faculty recommendations, cannot be shared without consent. It's best to ask for the student's consent directly.

In general, the safest and most respectful practice is to contact the student directly and ask for their consent before sharing any information about them, unless the sharing is strictly for internal UW business purposes.

## From the Office of the Registrar:

Per FERPA, an educational record is directly related to a student and maintained by the institution. Anywhere the educational record is stored makes the record subject to FERPA.

Every 24 hours, students may use MyUW to opt out of UW Directory Information being shared to non-UW school officials. If you cannot confirm within the last 24 hours in EARS or the Student Database whether a student has opted out, you may not share their directory information or any other educational record.

If the information you wish to share with non-UW officials is not included in the UW Directory Information list, you must obtain the student's written consent—**regardless of their opt-out status**.

*Last updated 01.2026*

## FAQs

**Are fundraisers able to share published articles about students from the College's Perspectives newsletter/magazine and the UW magazine Columns without checking FERPA status and/or obtaining consent from the student?**

These students would have needed to give written permission to have their articles published in the College's Perspectives newsletter/magazine. It would be a best practice to obtain consent from the student before fundraisers reshared these with others who did not already receive this newsletter.

**Are fundraisers able to share links to student stories that were published on a department's website without checking on a student's FERPA status and/or obtaining consent from the student?**

Again, permission should be obtained from the students before anything is posted on a website.

The best practice for magazine or online articles is to obtain written permission to not only post on the website and in the newsletter, but to tell them that you will have your fundraising team share these with funders to gain more funds for students and the department. Hold onto that written permission for at least six months from the date of the article and for as long as their educational information is on the website.

**Does FERPA apply to alumni, or are we allowed to share information about them that might be of interest to donors? (For example, sharing news about what past recipients of a scholarship are doing now, or older UW stories about them from our websites or magazines.)**

Alumni records only include information that was created after a student graduated (address, employment, awards). They are not subject to FERPA, so you may share those with anyone, but you do not have to do so.

You cannot share any information from their educational records while they were enrolled without their written permission. And, if they had a FERPA Opt Out when they graduated, you should not share educational records without their permission. That is not FERPA, just wise to do. They may not want others to know they were at the UW, for example.

## Further Questions and Requests

To check FERPA status, please contact either Advancement Services at casadser@uw.edu or the Office of the Registrar at studentdata@uw.edu (the contacts are Bill Abella and Malerie Fleishman).

For general questions, contact ferpa@uw.edu.

More information and an online training/certification course are available here:
https://registrar.washington.edu/staff-faculty/ferpa/

The Q Center has an excellent article explaining students' rights under FERPA, available here.

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