

One of the following documents is to be used when you wish to post grades by ID number in a public location.

Document 1: A roster form, which may be passed out in class. Since multiple students will see it, this type of roster can NEVER include the PUC ID number for each student.

Document 2: An individual form, to be filled out by each student.

You may select the document which best suits your purposes. (Under FERPA, the individual format is preferred but either one is acceptable).

As you will see, each form offers the student the option to decline the posting of grades by ID number. This is important under FERPA.

#### NOTE:

You do not need to obtain student consent to publicly post grades if you do so in a manner that does NOT disclose personally identifiable information from the student's education record. This means assigning a personal code to each student that is unique to the class and known only to you and the student. There are two main ways to do this:

You may designate randomized code names or numbers. You will then notify each student of their code in an individualized manner, such as through e-mail.

You may ask each student to select a personal code name or number that is unique to this particular class. The student will then submit the code to you.

If you use one of these confidential methods, written student consent is not required in order to post grades.

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), it is the policy of Pacific Union College to maintain the confidentiality of student records.

**Family  
Educational  
Rights &  
Privacy  
Act**

### Consent to Post Grades by PUC ID Number

Course: \_\_\_\_\_

Term: \_\_\_\_\_

Fill out this portion of the form if you wish to give consent.

I understand that the record of my academic performance at Pacific Union College is confidential. However, I authorize the instructor of the course listed above to post my grade in the course along with my PUC ID number in a location that is accessible to the public.

I understand that I may rescind this waiver, in writing to the instructor, at any time during the academic term.

Student Name (Please Print)	Student Signature	Date

Fill out this portion of the form if you **do not** wish to give consent.

I do not wish to waive my FERPA rights. I do not wish for my grade in the above course to be posted along with my PUC ID number in a location that is accessible to the public.

Student Name (Please Print)	Student Signature	Date

*In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), it is the policy of Pacific Union College to maintain the confidentiality of student records.*

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Student Name	<input type="text"/>	PUC ID	<input type="text"/>
Course	<input type="text"/>	Term	<input type="text"/>
Student Signature	<input type="text"/>	Date	<input type="text"/>

Fill out this portion of the form if you **do not** wish to give consent.

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Student Signature	<input type="text"/>	Date	<input type="text"/>