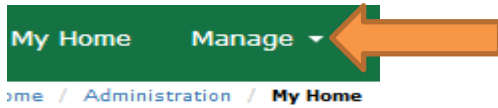


OASIS Report: Students with FERPA Flags

MANAGE>REPORTS>UVM - STUDENTS GRADUATION YEAR

Click on MANAGE in the green top bar.



Click on REPORTS from the drop-down menu



Choose “UVM – Students Graduation Year” as the report and select one or more student levels. *Recommend choosing Advanced Integration, Clerkship, Foundation II and Foundation I levels using +CTRL.*

Reports		Report Descri
<ul style="list-style-type: none">• Select the year and report name.• Some reports will require selecting one or more student levels.• To view the report results in your browser, select “View Report”• “Email TSV Report” will email a Tab Separated Values version of the results.• “Email CSV Report” will send a Comma Separated Values version of the results. Excel may process the CSV better than the TSV file.		
Year	2019-2020	
Report	UVM - Students Graduation Year	
Report Description	No description	
Student Level(s)	Administrative LOA Advanced Integration Clerkship Dismissed Fellowship Year Foundations1 Foundations2 Leave of Absence PhD 1 PhD 2	
<p>View Report Email TSV Report Email CSV Report Email Excel Report</p> <p>(original tab separated) (new comma separated) (Excel XML-based format)</p>		

Select you preferred output method. If you choose VIEW REPORT, you will have the option to filter and export/print from the on-screen report.

Students with YES in the “Confidential” column have requested a directory information exclusion, affectionately known as a FERPA Flag at LCOM. You may not share information about this student without first obtaining their written permission. The only exception: you may always disclose student information to school officials with legitimate educational interest. You may sort on the “Confidential” column by clicking on the on-screen column header, or filter using the options at the top of the interface.

Confidential
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes

FERPA Reminder

FERPA limits access to this information to school officials with a legitimate educational interest.

A **school official** is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official also may include a volunteer or contractor outside the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent. A school official has a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her professional responsibility.

Students with a FERPA Flag have formally indicated that all information about them, including their directory information is to be strictly protected. This includes, but is not limited to, their name, contact information, enrollment status, class, and photograph.

This means that you can provide access to directory information to school officials with legitimate interest despite the FERPA flag. It is okay for faculty members working with the student to have access to this information if they need it to perform their responsibilities. But that you will be violating the federal law by posting or otherwise making this information accessible to anyone who does not require such access to fulfill their responsibilities to UVM.