

# FERPA – UG Admissions

Name: \_\_\_\_\_

For each scenario, please answer all three questions. If the answer is “not applicable,” please indicate that.

Refer to the [FERPA Wiki Page](#) for policy information, ID requirements, and frequently asked questions.

Scenario	1.) Protected by FERPA? 2.) Can we give info? 3.) What 3 identifiers?
Amber calls from California and informs you she graduated 2 years ago. She wants to know why there is an Admissions hold on her account. However, there is a blue windowshade located at the top of her SIS student center screen.	
Samantha's mother calls in and would like to make sure that we received her official high school transcript for her freshman application. Mom is not on the Student Information Release, and it is two days before Samantha's early action deadline.	
John's father calls in and would like to ask whether his son was awarded any merit scholarships. The student has not added his father to the Student Information Release. John was admitted in January. It is early March and you can see that he was recently awarded the National Buckeye scholarship.	
Taylor's high school guidance counselor calls in March to ask us which ACT score we are using to consider her for Early Action. We have multiple scores. The counselor is not on the Student Information Release.	
It's late July, and Alejandra and her family just attended freshman orientation a couple of weeks ago. Her father is calling you to ask if we received a community college transcript for courses she took while in high school.	
It's the third week of the Spring semester. Ryan is a transfer student in his first term at Ohio State. His spouse calls and wants to know how many credit hours he is enrolled in.	
Gregory attended Ohio State for a couple of semesters 3 years ago. He is calling from Powell, Ohio to find out what his GPA was. There is no directory restriction on his account.	

It is the fourth week of Hongru's first semester at Ohio State and his father just realized that they accidentally paid their acceptance fee twice. Hongru's father is on the student information release. He wants to know how he can be refunded the extra payment.	
The mother of a freshman applicant wants to know what the minimum test score and class rank criteria are for merit scholarship consideration.	
Colin submitted his transfer application a few weeks ago. His Applicant Center says that we still need one of his previous transcripts from the military. He would like us to check if we have received it yet.	
It is the second week of April's first semester at Ohio State and her grandfather would like to send her a care package. He calls us to find out her residence hall address.	
It is the third week of Gustavo's first semester at Ohio State. His high school guidance counselor is confused why he didn't get the Trustees scholarship. He asks us which ACT score we used when we considered him for Early Action. We have multiple scores. The counselor is not on the Student Information Release.	
Stacey is a newly admitted freshman. Stacey's mom calls you to find out which date she is registered for orientation.	
You receive a call from someone in the Registrar's office at Otterbein University. They say that they sent a transcript for Guinevere, a third year Ohio State student, two weeks ago and want to know if we have received it.	
A representative from Dunder Mifflin Staffing Corporation calls you to request confirmation of Dwight's graduation date. Dwight graduated four years ago, and the company is not listed on his Student Information Release.	