

The Department of Education's Privacy Technical Assistance Center (PTAC) provides guidance on the use of student data in order to comply with the Family Educational Rights and Privacy Act (FERPA), Section 483(a)(3)(E) of the Higher Education Act (HEA) regarding students' Free Application for Federal Student Aid (FAFSA) and aid information, and the Privacy Act.

De-identified, aggregate, descriptive statistics about program participants is a permitted use of FAFSA data, Institutional Student Information Record (ISIR) data, and related award information.

Under HEA restrictions, individual or personally identifiable information (PII) about FAFSA data and aid eligibility may only be used for the application, awarding, and administration of federal, state, and institutional aid programs.

Examples

Inappropriate:

Providing a list to facilitate contacting all Federal Pell Grant recipients to offer free tutoring, or discounted campus Counseling and Psychological Services (CAPS) appointments.

Acceptable alternative:

Advertise services to all students and mention that discounts are available for Federal Pell Grant recipients. Let the students disclose their status directly.

Inappropriate:

Send names of O'Bannon Grant recipients with the Academic Honors incentive award to the Chancellor so she can congratulate them.

Acceptable alternative:

Disclose the percentage of O'Bannon Grant recipients with the bonus to highlight how the academic achievements of some students can make college more affordable.

Appropriate:

Notate eligibility for state grants in student advising records to make advisors aware that a student must pass 30 credits each year to maintain eligibility for the 21st Century Scholars award.

Additional Resources

- [IA Financial Aid Data Sharing and Reporting Guide](#)
- [IA Financial Aid Data Sharing Decision Tree](#)
- [Data Sharing Decision Tree – NASFAA](#)
- [Protecting Student Privacy – US Department of Education](#)
- [Use of FAFSA Data to Administer Federal Programs](#)
- [PTAC guidance on Use of Financial Aid Information – US Department of Education](#)

Please read, sign, and date in the PDF fillable box below, save the file, and return this by email: uirr@indiana.edu .

I acknowledge that the student financial aid data entrusted to me has more stringent federal privacy restrictions than other student data described in the IU Acceptable Use Agreement. I agree to share or provide only de-aggregated data with no personally identifiable information to requestors who require that data to fulfill the duties of their jobs. Personally identifiable data will only be shared with the express consent from a campus financial aid director or the University Financial Aid Director, for the purpose of the application, awarding, and administration of federal, state, and institutional aid programs, or other uses expressly allowed by the U.S. Department of Education.