**TEEX Directory Information (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended is the federal law protecting the educational and/or training records of all students. Directory information refers to items of information contained in the educational and/or training record of a student/participant which may be released without the student’s/participant’s prior, written consent.

All directory information retained by the Texas Engineering Extension Service (TEEX) is stored in the agency’s Student Management System (SMS). TEEX defines the following items as directory information:

* Participant name
* Participant address (local and/or permanent)
* Participant telephone number (local and/or permanent)
* Participant e-mail address
* Affiliation/employer name
* Affiliation/employer address (local and/or permanent)
* Affiliation/employer telephone number (local and/or permanent)
* Training courses attended
* Dates of attendance
* Certificates, CEUs, and/or certifications received

Students/participants may place a directory hold on any or all of this information by contacting TEEX at 1-877-833-9638. Once the student/participant has placed a hold on his or her directory information, this information may not be released without the prior, written consent of the student.

*Reference: TEEX Directory Information (FERPA) 61.01.02.99-1*