

Parental Inquiries

College of Engineering Faculty

You might be contacted at some point in time by a parent of one of your students with one or more questions or concerns regarding their student's performance in your class, or other issue. If you do get contacted, what should you do?

1. Please be familiar with FERPA and what you cannot do. <http://www.k-state.edu/registrar/students/ferpa/>
2. If there is a health issue, family death, etc, the parent can be directed to contact the Office of Student Life, 785-532-6432, stulife@k-state.edu
3. If there is a disability issue, please direct them to the Student Access Center website, <http://www.k-state.edu/accesscenter/>
4. If the parent is inquiring more specifically about the student, class assignments, grades, etc, you cannot provide this information as per FERPA and could use the message below as a template to craft a version that fits your situation.
5. If you are still unsure of what to do, contact Andy Fund in Engg Student Services, (785-532-5592), andyfund@ksu.edu for help.

Draft message:

"Thank you for your inquiry regarding _____. I understand that you are interested in the well-being of your student. Please know that Kansas State University adheres strictly to the Family Educational Rights and Privacy Act of 1974 (FERPA). Under this law, university faculty and staff are only authorized to discuss directory information of students which can be found here: <http://www.k-state.edu/registrar/students/ferpa/> . If your student wishes to speak directly with me, they are encouraged to do this, and have that opportunity through my office hours. They are also welcome to reach out to me directly.

If your student has a disability, please go to the Student Access Center website for more information and resources: <http://www.k-state.edu/accesscenter/>

Finally, academic or personal concerns of any student may be discussed with K-State's Office of Student Life: <https://www.k-state.edu/studentlife/>

Sincerely,

Dr Widget"