



# Flexible Webinar Registration Form

## FERPA Case Studies: Implementing Policies & Procedures For Compliance

Thursday, January 25 ~ 1:00-2:00pm (Eastern) & Friday, February 23 ~ 1:00-2:00pm (Eastern)

Once the live date has passed, this training will be available on demand.

## Overview

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FERPA was enacted in 1974 to protect the privacy of students' records. FERPA requires that institutions who receive federal funds follow what appears to be several straight-forward mandates regarding the disclosure and maintenance of educational records. That is until higher education professionals begin to implement policies and procedures designed to keep the institution FERPA compliant. Administrators, faculty and staff quickly learn the law has evolved and contains exceptions applicable in some, but not all, situations; that what seems to be black and white actually contains hues of gray and to limit the institution's risk all employees need to understand every FERPA nuance.

This fast-paced webinar will present several "tricky" FERPA cases. Participants will have an opportunity to not only analyze each case study but seek guidance on situations from their institution.

### Objectives:

- Define FERPA by accurately describing the law's guidelines
- Use actual case studies to discuss best practices for protecting educational records and respecting student privacy
- Identify applications of FERPA that should be adjusted at their institutions
- Apply information from the webinar to situations they will encounter at their institution

## Who Should Attend?

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- 2-year & 4-year institutions
- Academic Affairs/Instruction
- Student Services/Affairs
- Faculty (full and part-time)
- Advising & Counseling
- Welcome Center Staff/Front Desk Staff
- Enrollment Services
- Registrars
- Any educator interested in learning more about FERPA



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### Speaker(s)

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Dr. Geri Anderson has dedicated more than 35 years to higher education in a variety of leadership and management roles. She retired as Vice president and Provost for the Colorado Community College and has been busy consulting with colleges and universities on a variety of student success strategies and strategic planning. Additionally, she has been an associate professor and administrator at small private liberal arts colleges, large public research institutions and community colleges. She began her career as a middle school teacher in Lincoln, Nebraska.

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### Newsletter



## Registration Information .....

Print Name		Job Title	
Institution/Organization			
Address			
City	State/Province	Zip/Postal Code	Country
Telephone	Fax	Email	
Innovative Educators Password (Choose a password for our records and future registrations)		Assistant's email (For registration confirmations & pre-conference communication)	
How did you hear about this event? (email, listserv, colleague, conference, other) _____			

## Payment Method .....

You can call us at 303.955.0415 or fax the completed form to 1.866.508.0860. If you would like to mail in the registration form and/or check, please send it to: Innovative Educators, 3277 Carbon Place, Boulder, CO 80301.

Paying by: (select one)    Credit Card    Check    Purchase Order (if applicable) P.O.#: \_\_\_\_\_  
 (If you select PO as your payment method, a PO number is required.)

### Credit Card



Name on card		Account Number	
Billing Address	Billing City	Billing State	Billing Zip/Postal Code
Exp. Date	Security Code (last 3 digits on the back of Visa and MC)		

## Packages & Pricing

### Select your webinar package:

\$425 - 1 webinar (Unlimited connections at your institution and recording for one year)  
 \$900 - 3 webinars (Save \$375)

\$1500 - 6 webinars (Save \$1050)  
 \$3995 - Purchase Go2Knowledge to receive unlimited access to webinars & recordings for one year (Best Deal!)



## Login Directions .....

The login directions provide the following information:

- A link and a password for the event.
- A link to test webinar access. Please test your computer prior to the event.
- The date and time of the webinar. Please be sure to reference the time zone converter on the login directions to confirm your event time.
- Audio instructions: You can stream the audio over your computer speakers, but you may want to have a phone available for backup purposes.

You will receive the login directions twice via email. The process is as follows:

- 1 week prior to the live event: You will receive login instructions.
- 1-2 days prior to the event: You will receive a link to the presentation and any additional handouts. Copies can be made for attendees if desired.
- The day of the event: Participants can login to the IE Webinar 30 minutes prior to the start time. Once logged in, participants can see the PowerPoint slides, ask questions, and make comments via the chat feature.
- Participants are encouraged to save and print the login directions to refer to on the day of the webinar.

## Site Connections .....

The basic registration fee allows you to access the webinar from one computer only. If you need multiple site connections, please register for the unlimited site connection price.

## Recording Information .....

The Monday following the live event you will receive a link to the recording, it can be forwarded to all faculty and staff for viewing anytime, anywhere.

**Recording Benefits:**

- Share the presentation with other staff members
- Pause presentation for convenient viewing
- Review the presentation after the live event
- Train new hires throughout the year
- Show during an in-service training

## Technical Details .....

Innovative Educators uses WebEx as its web conferencing provider. If you have not previously attended a WebEx event, please click here to make sure your computer is compatible with WebEx. Be sure to complete this test prior to the live conference. See system requirements for more information.

## What equipment is required? .....

An Internet connection, computer speakers, and LCD projector are required if a large group is viewing the presentation. Participants can call in via phone if they are having trouble retrieving the audio over the computer. Please be sure to reserve a meeting room prior to the live event that can accommodate these requirements as well as your attendees. You should reserve the room 30 minutes prior to the webinar start time and allow at least 15-30 minutes after the webinar for discussion.

## Cancellation Policy .....

- 30 days prior: Full refund
- 14 days prior: \$100 processing fee
- Less than 14 days: Credit towards another IE event

## Satisfaction Guaranteed .....

We want you to be satisfied with your purchase. For questions, concerns, or problems, please email [support@ieinfo.org](mailto:support@ieinfo.org) or call 303.955.0415.