

Recording the Class?

YES

NO

Give notice and offer an opt-out. Go to next questions to determine if you need a FERPA consent from student to disclose the recording.

No consents required.

Are students in the Recording?

YES

NO

It is most likely a FERPA record. Go to the next question to determine if you need a FERPA consent from student to disclose the Recording.

It's not a FERPA record and no FERPA consent required.

Will the Recording be shared with anyone outside current class?

YES

NO

Intended audience is determinative
If you intend to disclose/share the recording to anyone outside of current class and/or instructor, then FERPA consent form is required unless the other person is also a UTSA school official with a legitimate educational interest in record or one of the other enumerated FERPA exceptions (ask Legal).

No FERPA consent required
If disclosure/sharing is only to class and/or instructor, then no FERPA consent form is required!

If you de-identify (name, image and voice) the Recording, then you may share the Recording outside of the class.