

## **Educational Records: Privacy and Release of Information**

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, also known as the Buckley Amendment, affords students certain rights with respect to their education records. Students have the following rights: to inspect and review their education records; to request an amendment of their education records that they believe are inaccurate or misleading (these two types of requests should be submitted in writing, with the record the student wishes to inspect identified, to the registrar, dean, or other appropriate official of the College); to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

One exception to FERPA's non-disclosure without consent mandate is that disclosure is permitted to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including safety and security personnel and health-care staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional duties and responsibilities.

The College may also disclose certain student-related information that the College has defined as "directory information." Directory information is: name, address, telephone listing, e-mail address, date and place of birth, major field of study, class year, participants in officially recognized activities and sports, height/weight of members of athletic teams, enrollment status (full or part-time), dates of attendance, degrees and awards received, and previous educational institutions attended.

When the College decides to disclose directory information, the confidentiality of all other student-related personally identifiable information will be protected by the College.

Students may, to the extent permitted by FERPA, instruct the College to withhold directory information by filing an official request to block such release with the Office of Academic Records, preferably during registration in the fall semester, but no later than the third day of class in the semester. The nondisclosure request will be honored for that academic year only.

The complete policy regarding education records and release of those records is available from the Office of Academic Records.