

What rights does FERPA afford students with respect to their education records?

- * The right to inspect and review their education records within 45 days of the day the university receives a request for access.
- * The right to request an amendment to the student's education records that the student believes are inaccurate or misleading.
- * The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Who is protected under FERPA?

Students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency. Students who have applied but have not attended an institution and deceased students do not come under FERPA guidelines.

Disclosure of educational records to parents of dependent students is at the discretion of the college. Shoreline Community College will not disclose information to parents of a dependent student unless the student gives prior written consent to the college to disclose educational information.

What are education records?

With certain exceptions, an education record is any record (1) from which a student can be personally identified and (2) maintained by the university. A student has the right of access to these records.

Education records include any records in

whatever medium (handwritten, print, magnetic tape, film, diskette, etc.) that are in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

What is not included in an education record?

- * sole possession records or private notes held by school officials that are not accessible or released to other personnel,
- * law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit,
- * records relating to individuals who are employed by the institution (unless contingent upon attendance),
- * records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment,
- * records of an institution that contain only information about an individual obtained after that person is no longer a student at that institution, *i.e.*, alumni records.

What is directory information?

Institutions may disclose information on a student without violating FERPA if it has designated that information as "directory information." At SCC, our practice is to disclose only::

- * Student's name,
- * Major field of study,
- * Dates of attendance,
- * Honors,

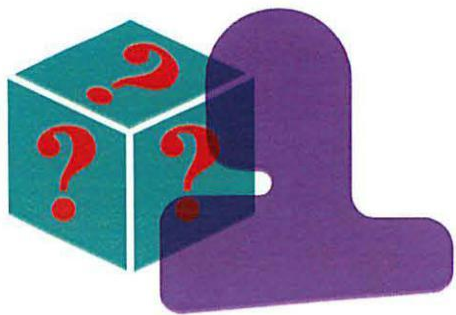
- * Photographs,
- * Major or field of study,
- * Date of graduation.

The college may disclose any of these items without prior written consent unless notified in writing to the contrary. Written notification is provided to the office of the Vice President of Student Services.

Who may have access to student information?

- * The student and any outside party who has the student's written request.
- * School officials (as defined by the College) who have "legitimate educational interests."
- * A person in response to a lawfully issued subpoena or court order, as long as the College makes a reasonable attempt to notify the student first. Normally, the College will comply with a subpoena after two weeks have elapsed from the day the subpoena was received.





When is the student's consent not required to disclose information?

When the disclosure is:

- * to school officials (defined in policy) who have a legitimate educational interest,
- * to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs,
- * in connection with financial aid;
- * to organizations conducting studies for or on behalf of educational institutions,
- * to the Dept. of Veteran's Affairs for students receiving Veteran's benefits,
- * to accrediting organizations,
- * to comply with a judicial order or subpoena
- * in a health or safety emergency,
- * to the IRS in compliance with the Taxpayer Relief Act of 1997,
- * releasing directory information.



When in doubt do not give out the information simply call or e-mail the Registrar for advice!

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An Educator's Guide to FERPA



The Family Educational Rights and Privacy Act

What is FERPA?

The *Family Educational Rights and Privacy Act of 1974* helps protect the privacy of student education records. The *Act* provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The *Act* applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.