

STUDENT RECORDS

FJ
(LOCAL)

RELEASE OF
STUDENT
INFORMATION

All student information is protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 (PL 93-380). Briefly, FERPA specifies that:

1. Only directory information, as defined by the educational institution, may be released without the written authorization of the student.
2. A student may request that any or all directory information be withheld from the public. (A written request is required by institutional policy.)
3. Parents may receive non-directory information only by providing proof that the student is a legal dependent, such as a certified copy of a federal income tax return for the previous tax year.
4. Friends, spouses, siblings, and others shall not receive non-directory information regardless of need without written permission from the student.
5. In certain circumstances, authorized representatives of some state and/or federal agencies, particularly those providing financial aid benefits programs, may receive both directory and non-directory information. [See FJ(LEGAL)]
6. Other educational institutions may receive both directory and non-directory information on a need-to-know basis.
7. All instances of release of information must be documented in the student record.
8. Educational institutions must disclose all records maintained on a student to the student upon request. A written request may be required by institutional policy.

For more detailed information, see *Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended, Revised Edition 1995*, published by the American Association of Collegiate Registrars and Admissions Officers in 1976.

DEFINITIONS

To ensure the College District's compliance with FERPA requirements, all staff members who are authorized to release student information shall attend one or more preparatory or refresher training sessions. For the purposes of this policy, the following definitions apply:

1. Directory information as defined by the College District includes:
 - a. Name;
 - b. Current address;

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- c. Telephone number;
- d. Major;
- e. Dates of attendance;
- f. Full or part-time enrollment;
- g. Degrees and awards received and dates granted;
- h. Previous educational institutions attended; and
- i. Eligibility and participation in officially recognized activities and sports.

A student's current address and telephone number shall be considered restricted directory information. These items shall be released only if a legitimate educational interest is established.

1. A school official is a person:
 - a. Employed by the College District, in an administrative, supervisory, academic, or support staff position;
 - b. Employed by the College District police department;
 - c. Employed by or under contract with the College District to perform a special task, such as an attorney or auditor; or
 - d. Serving on the Board.
2. A legitimate educational interest may be established if the information requested is necessary for the requestor to:
 - a. Perform appropriate tasks specified in a position description or by a contract agreement;
 - b. Perform a task related to a student's education;
 - c. Perform a task related to the discipline of a student;
 - d. Provide a service or benefit to the student such as health care, counseling, job placement, or financial aid;
 - e. Provide educationally related information to the student concerning extracurricular activities and student organizations; or
 - f. Maintain the safety and security of the campus.
3. A legitimate educational interest shall be determined by the director of admissions and records or the campus registrar. Disclosure to a school official having a legitimate educational

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interest shall not constitute authorization to share that information with a third party without the student's written permission. Such information, when it has fulfilled its originally specified purpose, shall be destroyed or returned to the originating office for appropriate disposition.

RELEASING STUDENT
INFORMATION

When releasing student information, the College District shall adhere to the following:

1. The campus registrar's office shall receive verbal and written inquiries for the release of student information. The office of admissions and records or the registrar's office shall release student information. Members of the Chancellor's Executive Leadership Team (CELT) and campus deans may also release student information. In these instances, documentations of requests and disclosure shall be forwarded to the campus registrar's office for maintenance.
2. A student wishing to have directory information withheld from the public shall make a written request to the registrar's office.
3. A student wishing to review the record shall do so at the College District's office of admissions and records. The student may obtain a copy of any document contained in the student record.
4. An unofficial transcript shall be available through EASI or from the campus registrar's office.
5. An official transcript shall be provided upon request from the student, at a fee of \$3 per copy. A third-party request for an official transcript shall only be accepted if the transcript is to be mailed to another college/university/agency. A transcript shall not be released if the student has an outstanding financial obligation to the College District.
6. Student information shall not be released without the requestor providing the student's social security number.
7. Proper identification shall be required from all requestors prior to releasing any information.
8. Written requests for directory information shall require the name, title, and company/agency of the requestor. Non-directory information shall only be released with written authorization from the student.
9. All requests for non-directory information shall be made in writing to the director of admissions and records or to the registrar.

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10. Verification of enrollment for a current semester shall not be released until after the day of record for the semester. The student's written request or authorization shall be required prior to any verification of enrollment or release of other information. Verification of enrollment shall not be provided if the student has an outstanding financial obligation to the College District.
11. Student information shall be released to other campus offices and/or other educational institutions when a legitimate educational interest has been established.
12. All release of student information shall be documented on a form provided by the office of admissions and records.
13. Documentation of the release of student information shall be maintained by the records office and included in the student's permanent file.
14. Requests for computer-generated lists, labels, or transcripts shall be submitted in writing for approval to the director of admissions and records.

RESEARCH
REGARDING STUDENT
DATA

All research concerning College District student data shall require prior approval from the office of institutional research. Persons interested in conducting this type of research shall complete a research request form, maintained in the office of educational planning.