

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(202) 260-3887

Davidson County Community College
Director, Student Records and Registration
PO Box 1287
Lexington, NC 27293
(336) 249-8186, ext. 6234

FERPA Consent

Student Name: _____

Student ID#: _____

OPTION A: DO NOT DISCLOSE "DIRECTORY" INFORMATION

"Directory information" refers to the student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. **By signing below, I am requesting that Davidson County Community College not disclose my "directory" information to a third party,** which may include requests for enrollment verifications from insurance companies and employers.

Student Signature

Date

OPTION B: CONSENT TO DISCLOSE PERSONALLY IDENTIFIABLE INFORMATION

I hereby consent to the disclosure of the following education records maintained by DCCC:

- | | |
|--|--|
| <input type="checkbox"/> Grades/Transcripts | <input type="checkbox"/> Disability Services/Accommodation Plans |
| <input type="checkbox"/> Attendance Records | <input type="checkbox"/> Conference with Advisor/Instructor |
| <input type="checkbox"/> Financial Aid Records | <input type="checkbox"/> Other: _____ |

The following individuals or agencies may have access to the records indicated above:

Name & Address	Relationship	Purpose

I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to receive a copy of such records disclosed upon request, (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the DCCC Director, Student Records and Registration, but that any such revocation shall not affect disclosures previously made by DCCC prior to the receipt of any such written revocation.

Consented and agreed to:

Student Signature

Date

Witness (College Official)

Date

REVOCAION OF CONSENT *(not valid until received by the Director, Student Records and Registration)*

I hereby revoke the consent granted above.

Student Signature

Date

Witness (College Official)

Date