

LOS MEDANOS COLLEGE

FERPA Guidelines for Faculty & Staff

Release of Student Educational Records Maintaining Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent.

One of the exceptions permitted by FERPA is the release of **Directory Information** to parties outside of the institution. **Directory Information** is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. The following Directory Information may be released without student signature of approval:

- Student name
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

NOTE: Other than directory information, no information will be released to any party without a student release or subpoena. Federal regulations require release of name, address and phone number to military recruiters upon request. This is identified as the Solomon Amendment and more information can be found at <http://www.aacrao.org/publications/Solomon.pdf>. If the student wishes to opt out of directory information release, he/she may file an "opt out" form available on our website.

Student names and addresses may be provided to a private or public school or college. No private or public school or college shall use this information for other than purposes directly related to the academic or professional goals of the institution. **Directory information and other personal information may be given to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.**

For district and federal policy on FERPA see:

- ♦ California Education Code, Section 76200
 - ♦ Title 5, California Code of Regulations, Section 54600
 - ♦ CCCCC Board Policy 3013
 - ♦ CCCCC Student Services Procedures 3009 and 3026
- <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Guidelines for Release of Information:

D. To the student

- In person: no signature required. If in the presence of 3rd parties, only release information specifically requested by the student. Students must show a picture ID to receive any information.
- Phone requests: no information of a personal nature may be released over the phone.

E. To school officials

- No signature required if requestor, as part of their employment responsibilities, has a legitimate educational interest in the records.

F. Third parties, including parents, spouses, other students, references and schools.

- If releasing information OTHER THAN DIRECTORY INFORMATION, you **must have a signature of release** and may only release specific information designated by the student.

Note: You are not obligated by FERPA to release information to third parties; therefore, if the request eliminates important information, you may deny the request.

Examples:

3. Send my transcript but only the courses with "A" and "B" grades.
4. Send a reference but you cannot mention my unsatisfactory marks in student teaching.

All LMC employees are responsible for maintaining student record confidentiality.

If your office is in an open area:

- a. Close all files when not in use or when 3rd parties are present;
- b. Position computer screen so that 3rd parties cannot see information and close out whenever leaving work area;
- c. Check to see if printers, copiers, fax machines, etc. are in secure areas and that student record information is not left on printers/copiers;
- d. If discussing educational record information with the student, if at all possible go to a private office or area so that conversations aren't overheard.

Thank you for your assistance in protecting our students' privacy. For further information not answered above, please contact Admissions & Records.