

Family Education Rights Privacy Act

FERPA



What is FERPA?

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that **protects the privacy of student education records**. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.



Directory Information

There are two types of educational records as defined under FERPA. Each type of educational record is afforded different disclosure protections.

Directory Information

Some information in a student's educational record is defined as directory information under FERPA. The school may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

- Name
- Address and County of residence
- Phone number and email address
- Program of Study
- Dates of attendance
- Enrollment status (full or part-time status)
- Degrees, Diplomas, Certificates and awards received
- Name of institution last attended
- Participation in student organizations, activities and sports
- Height and weight of athletic team members
- Photograph(s)



Family Educational Rights and Privacy Act (FERPA)

- Education records transfer to the student when they reach the age of 18 or attend a postsecondary school at any age.
- Students must provide the college with written consent to allow college representatives to speak to other parties about the student's college education record.
- Without a signed FERPA release on file, college representatives are not permitted to discuss the student's information with parents or guardians.

Chattahoochee TECHNICAL COLLEGE
Release of Information Consent Action Request
Students must submit this form with ID in person to any Student Affairs Office.

FERPA The Family Educational Rights and Privacy Act (FERPA) of 1974 establishes the rights of students with respect to education records. The act makes provision for inspection, review and amendment of educational records by the student and the right to control the dissemination of such records to third parties. The names of the parties to whom such records may be released, the purpose for which such records are released, and the names of the parties to whom such records may be released, shall be released. There are exceptions to this act. Access to educational records does not give permission to make changes to the student's record.

Section 1: Student Information
Name: _____
Student ID / Social Security #: _____ M.I. _____ Last _____

Section 2: Permissions
Name _____ Relationship: _____ Expiration Date: _____
Name _____ Relationship: _____ Expiration Date: _____
Name _____ Relationship: _____ Expiration Date: _____
Please fill out only if you want to discontinue permissions:
(initial) / no longer want _____ to have access to my records.

Section 3: Confidentiality
(initial) I prefer to have my records at Chattahoochee Technical College marked as CONFIDENTIAL.

Section 4: Signature of Approval
In signing this waiver, I give access to all of my academic records at Chattahoochee Technical College (to include current and past grades) to the individual(s) listed above.
Signature _____ Date _____
Processed by _____ Date _____
_____ IN SPACED OUT _____ IN SPACED OUT

