

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA 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.**

Under FERPA, universities must have written permission from the 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:

- 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
- State and local authorities, within a juvenile justice system, pursuant to a specific State law

The following "directory" information may be disclosed regarding a student without consent, as long as the student record is not marked "Confidential":

- Name
- Address
- Telephone number
- Date of birth
- Place of birth
- Honors and awards
- Dates of attendance

Any request for information from someone other than the student should be directed to a supervisor. The supervisor will determine whether or not the information can be released. All written requests for information that include signed consent from the student are to be kept, along with a copy of the information given, in the file in the Director's office.