

PARKLAND COLLEGE

Family Educational Rights and Privacy Act What you should know about your rights

CONTENTS

1. What is FERPA?
2. Who is protected by FERPA?
3. What are educational records?
4. What documents can be removed from an educational record before you view your record?
5. Who is entitled to your information?
6. What information can be released without your consent?
7. When do we need your consent to disclose personally identifiable information from your education records?
8. When can we release information without your consent?
9. May I view my educational record?
10. May I challenge the content of the record?
11. Can I keep information from being released?
Definitions

1. What is FERPA?

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The act provides for the right to inspect and review educational records, the right to seek to amend those records, and to limit disclosure of information from the records. The act applies to all institutions that are the recipients of federal funding.

2. Who is protected by FERPA?

If you are currently enrolled at Parkland, or were formerly enrolled regardless of your age or dependency status, you are protected by the law.

If you are an applicant to Parkland but have never enrolled, FERPA does not apply to you.

3. What are educational records?
Educational records are:

Records, files, documents, and other materials that contain information directly related to a student and maintained by Parkland College or by someone acting for the college.

Educational records do not include:

Records of instructional, supervisory, and administrative personnel who are in sole possession of records that are not accessible or revealed to any other individual.

4. What documents can be removed from an educational record before you view your record?
 1. Any information that pertains to another student.
 2. Your parents' financial records.
 3. Some confidential letters and statements of recommendation described in the law. (For details, please see the Parkland College FERPA policy at <http://www.parkland.edu/pnp/app-1.htm>.)

5. Who is entitled to your information?
 1. You or any outside party who has your written consent.
 2. Parkland officials who have “legitimate educational interests” as defined by law.
 3. Your parents if you are a dependent as defined by the Internal Revenue Code (parents must provide proof).
 4. A judicial order of subpoena that allows the institution to release the records without your consent.

6. What information can be released without your consent?

Parkland's definition of “directory information” includes your name, address, email address, telephone number, major field of study, participation in recognized activities and sports (weight and height), dates of attendance, enrollment status (i.e. full/part-time, freshman/sophomore level), photo ID picture, degrees and awards received, and previous educational agencies or institutions attended.

7. When do we need your consent to disclose personally identifiable information from your

education records?

Except for specific exceptions listed in #8, you must provide a signed and dated consent before information will be disclosed (unless it is directory information — see #6).

Your written consent must:

1. Specify the records that may be disclosed.
2. State the purpose of the disclosure.
3. Identify the party or class of party to whom the disclosure may be made.

8. When can we release information without your consent?

1. To Parkland officials
2. To schools in which you seek to enroll
3. To federal, state, and local authorities involving an audit or evaluation of compliance with education programs
4. In connection with financial aid
5. To organizations conducting studies for, or on behalf of, educational institutions
6. To accrediting organizations
7. To your parents (if you are their dependent)
8. To comply with a judicial order or subpoena
9. If there is a health or safety emergency (given by Parkland Public Safety)
10. Directory information (see #6)
11. Results of a disciplinary hearing to an alleged victim of a crime of violence

9. May I view my educational record?

Yes. Under FERPA guidelines, Parkland must make your records available to you within 45 days of receipt of a written request. We will provide access for inspection and review within a reasonable length of time after we receive your request. You do not have the right to

inspect items that are not part of the educational record (see #3). You can receive a copy of information in your file upon paying a charge of \$1 per surface. We will not make copies of transcripts from other educational institutions.

Documents submitted by or for you in support of your application for admission become the property of Parkland College and will not be returned to you nor sent elsewhere.

10. May I challenge the content of the record?

Yes. As specified under the law, Parkland will provide currently enrolled or former students an opportunity for a hearing to challenge the contents of their educational record. Details for requesting a hearing may be obtained from the Office of Admissions and Records.

11. Can I keep information from being released?

Yes. Before the census day of the semester (10th class day of a regular semester) you can request that your information not be disclosed by the college. Caution should be made if you are seeking employment or want information to be provided to others checking on your status. This restriction prohibits us from disclosing any information. For additional information please check with the Office of Admissions and Records.

Definitions

DEPENDENT — A student who is claimed on a parent or guardian's income tax (as defined by the Internal Revenue Service).

DISCLOSURE — Permitting access or the release, transfer, or communication of educational records of the student of the personally identifiable information contained therein. Information may be given in writing, orally, or electronically.

EDUCATIONAL RECORD — Records, files, documents, or other materials that contain information directly related to a student and are maintained by Parkland or a person acting for the college.

ELIGIBLE STUDENT — A student who has reached the age of 18 or is attending a postsecondary institution. The person must be attending or have attended the institution to be considered eligible under the law.

FERPA — Family Educational Rights and Privacy Act.

FINANCIAL AID — Payment of funds to an individual that is contingent upon the

individual's attendance at an educational agency or institution.

PARENT — the term “parent” includes a parent or guardian as established under Section 152 of the Internal Revenue Code of 1954 (must be dependent for current year).

SCHOOL OFFICIALS — Members of Parkland who act in the student's educational interest within the limitations of their need to know. These may include faculty, administration, clerical, and professional employees and other persons who manage student educational record information.

Provided by the
Office of the Vice President for Student Services

