

FERPA

The Family Educational Rights and Privacy
Act

(The Buckley Amendment)

What is FERPA?

- A federal law.
- Provides minimum standards for the management of student educational records.
- Applies to all educational agencies or institutions that receive federal funds made available under any federal program administered by the Secretary of Education.

Primary Rights of Students

FERPA gives each student the following rights:

- The right to inspect and review the education records the school is keeping on the student
- The right to request a correction to those records
- The right to control the disclosure of certain aspects of the student's education record
- The right to file a complaint with the U.S. Department of Education

The student does not have the right to see:

- Financial information submitted by the parent
- Educational information of other students

What is an Education Record?

As defined by FERPA, an education record is:

All records which contain information directly related to a student and are maintained by the institution as a part of the student's permanent school record.

Education records can exist in any medium including: emails, computer files, printouts, video or audio tapes, among others.

Two Types of Education Record

- Directory Information
- Non-Directory Information

Directory Information

- Can be disclosed without the written consent of the student
- The student may restrict the release of directory information

SPC Directory Information

- Name
- Current and Permanent Address
- Telephone Listing
- Enrollment Status (full-time or part-time)
- Classification
- Participation in Officially Recognized Activities and Sports
- Major and Minor Field of Study
- Dates of Attendance
- Degrees and Awards Received
- Most Recent Educational Agencies or Institutions Attended
- Photograph or Other Image of Student

Restrict Release of Directory Information

Students may restrict the release of directory information by completing the Directory Information Privacy Request form.

The form can be retrieved online at the SPC website within the Admissions and Records section.

**Admissions and Records Office**

1401 South College Avenue • Levelland, TX 79336 • (806) 894-9611 • Fax: (806) 897-3167

DIRECTORY INFORMATION PRIVACY REQUEST

According to Family Educational Rights and Privacy Act (FERPA), educational entities have the right to disclose certain "directory information" to anyone who inquires and usually includes, but is not limited to: other institutions, prospective employers, or family members. This "directory information" includes:

1. Name
2. Current and permanent address
3. Telephone listing
4. Enrollment status (full-time or part-time)
5. Classification
6. Participation in officially recognized activities and sports
7. Major and minor field of study
8. Dates of attendance
9. Degrees and awards received
10. Most recent educational agencies or institutions attended
11. Photograph or other image of the student

FERPA also allows, with your consent, for the Texas Higher Education Coordinating Board to disclose student information, including the number of credit hours taken at other institutions, to a variety of parties including other educational institutions. This information is typically used to gather demographic statistics aimed at improving educational programs.

As a student, you have the right to request this information not be released. This request must be made during the first twelve (12) class days of a fall or spring semester, or the first four (4) class days of a summer term. The request will be valid for the semester and year indicated on this form.

Please PrintStudent's Name: _____ Student ID: _____
Last First M **I do not want my "directory information" released to any parties.**_____
Student Signature_____
Date**IMPORTANT NOTE:**

If you request that your directory information be private, no information will be released to a third party. This means that your information will be blocked from ALL requestors, including:

- > Third party scholarship sponsors
- > National & state student honors programs
- > Employers certifying attendance and degrees
- > Published honor rolls
- > Recruiting lists for other colleges/universities
- > State tuition rebates, Texas Grant awards, and other state scholarships

Non-Directory Information

- Any education record not classified as directory information.
- May not be released to anyone without the prior written consent of the student.
- Faculty and staff can access non-directory information only if they have a legitimate academic need to do so.

Curiosity is not a legitimate academic need.

Examples of Non-Directory Information

- Social Security Number
- Student Identification Number
- Race, ethnicity and/or nationality
- Gender
- Transcripts or grade reports

Parents and FERPA

- Parental rights transfer to the student upon reaching 18 years of age or attending school beyond secondary level.
- The law allows parental access if the student is claimed as a dependent for Federal income tax purposes.
- The student must complete an Authorization to Release Student Information (Certificate of Dependency) form in the Admissions and Records Office before parents are given access to a student's records.

**SOUTH PLAINS COLLEGE
AUTHORIZATION TO RELEASE STUDENT INFORMATION**

Student Name: (Please Print): _____ South Plains College Student ID: _____

The financial and non-directory educational record information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). FERPA is also known as the Buckley Amendment, Statute 20 U.S.C. 1232 (g), regulations 34 CFR Part 99. We cannot release certain information to another person without your written authorization. This form will allow appropriate offices to release specific information about you to the person(s) you designate below.

I authorize South Plains College representatives to release information regarding my account as indicated below:

| Student Information Type | Description (Including, but not limited to, the following): | |
|--------------------------|---|--|
| Business Account | <ul style="list-style-type: none"> • Account balance, charges, and credits • Past due balances • Refunds | <ul style="list-style-type: none"> • Third party sponsorship • 1098T |
| Financial Aid | <ul style="list-style-type: none"> • Financial aid application • Loans • Verification Information | <ul style="list-style-type: none"> • Award Information • Veteran's benefits |
| Academic Records | <ul style="list-style-type: none"> • Student enrollment • Attendance | <ul style="list-style-type: none"> • Academic records <ul style="list-style-type: none"> ○ Grades ○ Schedule |

Please list each person you wish to have access to the above information on your account. This form does not authorize any third party to access a student's online account.

| | | | |
|-------------|---------------------|--------------------------|---------------------------|
| | | | |
| Name | Relationship | Last 4-digits SSN | Mo. / Yr. of Birth |
| | | | |
| Name | Relationship | Last 4-digits SSN | Mo. / Yr. of Birth |
| | | | |
| Name | Relationship | Last 4-digits SSN | Mo. / Yr. of Birth |

I understand this authorization will remain in effect until I submit a written request to the Admissions and Records Office (contact info below) to cancel this authorization.

Student Signature: _____ Date: _____

***If not delivering in person, the following section must be completed by a Notary Public:**

State of _____ County of _____

On this _____ day of _____, 20____, _____ personally appeared before me,

(Check One): who is personally known to me OR whose identity I proved on the basis of _____ to be the signer of the above instrument.

Notary Public _____

Residing at _____

My commission expires: _____

| | | |
|---|---|--|
| Deliver by mail to: South Plains College 1401 S College Ave, Box C Levelland, TX 79336 | Deliver in person or fax to: Admissions & Records (Levelland or Reese Campus) (Fax) 806-897-3167 or 806-897-5299 | Waiver will be in effect until rescinded by student: Cancellation Date: _____ Student Signature: _____ |
|---|---|--|

Failure to Comply with FERPA

- Lawsuit
- Loss of Federal Funding
- Conviction of misdemeanor under Public Information Act

Remember

When in doubt, don't give it out!



Detailed information concerning FERPA can be located in the SPC Student Guide (pages 32-33) and in the SPC General Catalog (page 24).