

FERPA
Confidentiality of Student Records at SPSCC
STUDENT RECORDS DISCLOSURE GUIDELINES

Student Employment Participants, please review information and answer a question at the Student Employment Orientation Quiz that you have read and understand the FERPA policy at SPSCC and agree to follow the below policy.

CONFIDENTIALITY OF STUDENT RECORDS - All student educational records are handled in accordance with the Family Educational Rights and Privacy Act. The provisions of this act ensure confidentiality of student records by restricting the release of personally identifiable information these records contain. This federal law also establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Contact the Enrollment Services Office for additional information regarding these processes.

RELEASE OF INFORMATION TO: SPSCC FACULTY AND STAFF

Where required for the performance of responsibilities to the college, faculty and staff may obtain student educational records information on the basis of a legitimate need to know, without the consent of the student involved. This may include directory information (see below) and other information such as registration in classes, grades, etc.

RELEASE OF INFORMATION TO: THE STUDENT

Students have the right to view their educational records, and are usually able to do so informally through the appropriate offices, which in most cases will be the offices of Enrollment Services, Student Financial Services, Assessment, Vice President of Student Services, Instruction, and Veterans. For positive identification of the student, the office involved has the right to ask for a valid picture ID card. Students requesting transcripts must do so in writing. Students who wish to view their entire educational record (probably held in several offices) must make a formal request in writing to Enrollment Services.

RELEASE OF INFORMATION TO: THE GENERAL PUBLIC

“General public” includes law enforcement officials, relatives, spouses, other students, clergy, doctors, lawyers, businesses, funding agencies, etc. Unless the student specifically requests otherwise, College officials may only respond to requests for directory information about a student. Other student records information may **NOT** be routinely released by the College, unless the student specifically gives permission. See below.

➤ **DIRECTORY INFORMATION:** SPSCC is authorized under this act to release only “directory information” to the general public.

- * **student’s name**
- * **address**
- * **email address**
- * **phone number**
- * **birthdate and place of birth**
- * **major field of study**
- * **participation in extracurricular activities**
- * **height and weight of athletic team members**
- * **dates of attendance**
- * **degrees and awards received**
- * **most recent institution attended**
- * **veteran status**

This information **may** be released by the College at any time unless the College has received prior written notice requesting non-release from the student, filed in the Enrollment Services Office. See Handy Tips on the reverse side.

The following information requires student written permission to release.

- Social Security number
- Class schedule, time/date & location of class(es), faculty advisor
- Transcript: grades/credits/GPA/course descriptions
- Residency status
- Financial Aid status
- Placement scores
- Disability status
- Holds/restrictions on records/debts to the college

RELEASE OF INFORMATION TO: *OTHER ORGANIZATIONS AND PERSONS*

Recognized College student organizations, such as scholastic and service clubs, may obtain information relating to a student's academic record and status; requests of this nature are handled on an individual basis and only through the organization's appointed advisor. Pursuant to the National Defense Authorization Act for Fiscal Year 1995, the College must release directory information to military recruiters unless the student specifically denies permission. The College may also release enrollment data for loan processing, enrollment and degree verification, and records archiving purposes through contractual arrangements, and to another school in which a student seeks or intends to enroll. The College releases Social Security and enrollment data to the Federal Government for Financial Aid and Veterans' eligibility evaluation and for Hope Scholarship/Lifetime Learning tax credit programs. The College may release records following the receipt of a lawfully issued subpoena, but must attempt to notify the student beforehand. The College does not disclose records to family members without student consent.

EMERGENCY SITUATIONS

Emergency situations may arise which require the release of certain types of student records information. These requests should be referred to the Office of Enrollment Services or the Security Office.

SOUTH PUGET SOUND COMMUNITY COLLEGE CONFIDENTIALITY OF STUDENT RECORDS

All SPSCC employees who have access to any student information must be aware of their responsibility in handling that information. Please follow these guidelines:

- Keep this document nearby for reference.
- If you have access to our electronic records, do not leave your terminal logged on if you are planning to leave the area. Exit to the student data base system.
- Be aware of the accessibility of your work area to the public. Cover or file student records; do not leave anything visible on your desk.
- If you use a networked printer, get the copies quickly in order to maintain confidentiality.
- When finished with confidential information, it must be shredded--not just thrown in the trash bin. This may include phone messages or personal notes.
- Class Rosters and grade scanners must be shredded since they contain student name, ID numbers, attendance, and phone number. They should not be thrown in the trash or recycling bin at home or at the College. Instructors may not post class rosters, grade scanners, exam scores and/or final grades on their office door.
- Before you share a student's e-mail address (for example in a class's group e-mail), provide students with a chance to provide a non-identifiable alternative.
- Remember, even discussing a student's record or mentioning that a student attends SPSCC can be considered a breach of confidentiality. **You do not know who has placed a "non-disclosure" request on their record, so you must assume every student has.**
- If you are asked to release information, such as verifying class attendance or a grade, please gain the student's written permission first. Permissions should be sent to Enrollment Services to be kept with the student file.
- If you are asked to write a letter of recommendation for a student, please keep the following in mind: If you are making statements from your personal observation and knowledge, a written release from the student is not required. If you are describing information from a student's educational record (grades, GPA, courses taken, etc.) then you must have the student's written permission to provide that information and the student has the right to read that letter of recommendation written by you, since it contains educational record information.
- Requests for information from law enforcement agencies should be referred to Enrollment Services or Security.
- If you have any doubts about releasing information or if there is an emergency situation, contact the Dean of Enrollment Services. **When you receive an inquiry, please say "I am sorry, I do not have access to such information; I will refer you to our Enrollment Services Office." Or say "I am sorry, but I am unable to respond to this type of request; I will refer you to our Enrollment Services Office."**

