

**A Minute**

*on*

**FERPA**

# FERPA provides Students with 4 Basic Rights

- ❧ 1. The right to inspect and review the student's educational records within 45 days from the College receiving the request for access. A "Request to Review Student Education Record" form is available in and must be submitted to the Office of the Registrar.
  - ❧ 2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.
  - ❧ 3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
  - ❧ 4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.
- ❧ *More detailed information about these 4 rights is available in the 2009-2010 Flagler College Catalog on pages 134-135.*

# Education Record

## ☞ What is an education record?

✱ Any record maintained by the institution from which a student can be personally identified (can include, but is not limited to, below items).

✱ Grades

✱ Schedules

✱ Transcripts

✱ LMS information

✱ Advising information

✱ Financial Aid information

✱ Student billing information

✱ Student photos

✱ Advising File

# FAQs

## ☞ Who is a **School Official**?

- ☀ Someone Flagler College has employed, contracted with, or has an official relationship with who would need to access pertinent educational data to perform his/her designated job functions.

## ☞ I have access to information that I do not need to perform my duties/functions, **can I legally view, use, share, or disseminate this information?**

- ☀ No, even though you have access to information, you are not legally able to view, use, share, or disseminate the information; you're on your honor to keep that information secure.

## ☞ What is **Directory Information**?

- ☀ Directory information is information that is generally not considered harmful or an invasion of privacy if released, it can also be disclosed to outside organizations without a student's prior written consent.

## ☞ I have been **asked to release student information** and do not know whether I can even with a FERPA Release; what should I do?

- ☀ Contact the Office of the Registrar (x-372) for clarification. Its better to be safe than sorry!

# FLAGLER COLLEGE

## FERPA RELEASE OF STUDENT INFORMATION FORM

(This original must be returned to the Office of the Registrar)

MAIL TO: Office of the Registrar, PO.Box 1027, St Augustine, FL... 32085-1027

HAND DELIVER TO: 2<sup>nd</sup> Floor, 6 Valencia Street, St Augustine, FL... 32084

I, \_\_\_\_\_, request that Flagler College representatives communicate all requested information regarding my academic, financial, social, and disciplinary status to the individual(s) listed below. I

Print Name

understand that, in accordance with the Family Educational Rights and Privacy Act (FERPA), no grade or grade point average (GPA) information will be released by telephone.

_____	_____	_____
Name	Relation	Email (if applicable)
_____	_____	_____
Name	Relation	Email (if applicable)
_____	_____	_____
Name	Relation	Email (if applicable)
_____	_____	_____
Name	Relation	Email (if applicable)

I also understand that this request must be made each academic year; therefore, this request is submitted for the 2009-2010 academic year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Identification Number

\_\_\_\_\_  
Anticipated Graduation Date

STUDENT SIGNATURE MUST BE NOTARIZED IF FORM IS NOT BEING SIGNED IN FRONT OF FLAGLER COLLEGE OFFICE OF THE REGISTRAR STAFF MEMBER

Date: \_\_\_\_\_  
STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_\_  
By \_\_\_\_\_  
Type of Identification Provided: \_\_\_\_\_

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Seal

# Is a Release on File?

The screenshot shows a software application window titled "Maintain Addresses". The interface includes a menu bar (File, Edit, Task, Actions, Options, Tasklist, Tools, Window, Help) and a toolbar with various icons. The main form area is divided into several sections:

- ID #:** A text field containing "ID # Student Name" and a button labeled "Address History".
- User...:** A button in the top right corner.
- Email Address:** A section on the left with the text "Address 3 of 6:" and the email address "SSchissel@flagler.edu". Below it, a blue banner reads "FERPA Release on File" with "Address 4 of 6:" and the email address "Loren Schissel (mother)-schissel@bellsouth.net".
- Address:** A central section with a "Code" dropdown set to "FRPA FERPA Release on File". It includes fields for "Street" (with sub-fields "Address\_Line1" containing "el (mother)- schissel@bellsou", "Address\_Line2", and "Address\_Line3"), "City/State/Zip:", "Country:", "County:", "Locality:", and "Attention:" (with sub-field "Address\_Attention\_Line").
- Detail:** A section on the right with fields for "Date Confirmed:" (08/18/2009), "Start Date:" (09/01/2009), "End Date:" (08/31/2010), "Year Start MM/DD:" (00/00), and "Year End MM/DD:" (00/00). It also has an "Update Source:" field and checkboxes for "Private" and "Stop Mail".

A callout box labeled "Detail lines used" points to the "Detail" section.