

FERPA Guidelines Regarding Release of Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records, including the right to inspect their educational records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent.

One of these exceptions permitted by FERPA is the release of **Directory Information** to parties outside the institution. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. The following Student Information may be released without student signature of approval:

- Name
- Email address
- Major field of study
- Current enrollment
- Dates of attendance
- Degrees and awards received
- Most recent institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

NOTE: Pursuant to the Solomon Amendment (Public Law 104-208 and 104-206), directory information, including student addresses, will be released to the Department of Defense if requested for recruiting purposes. Students who do not want their name released should complete a denial of release form. In most instances all other student educational record information may not be released without written consent of the student, other than the school officials with a "need to know". This includes grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information.

For more information regarding FERPA see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

Guidelines for Release of Information

A. To the Student

In person: no signature is required: if in the presence of other 3rd parties, only release information specifically requested by the student.

B. To the School Officials

No signature required if requester has a "need to know" in order to carry out responsibilities.

C. 3rd Parties, including parents, spouses, other students, references, schools, basically "anyone"

If releasing information **OTHER THAN DIRECTORY INFORMATION**, you must have a signature release, and may only release specific information designated by the student.

Information is not released over the phone.

NOTE: Napa Valley College is not obligated by FERPA to release information to third parties; therefore if the request eliminates important information, the college may deny the request.

Examples:

- a. Send my transcript but only the courses with "A" and "B" grades.
- b. Send a reference but you cannot mention my unsatisfactory marks in student teaching.
- c. If releasing DIRECTORY INFORMATION ONLY, signature of release is not required unless student has placed a "Directory Hold."