

## **FERPA**

### **Family Education Rights and Privacy Act of 1974**

Please remember what information can and cannot be given out if the student has not signed written documentation allowing access to his/her educational record. People sometimes refer to FERPA but what is FERPA? FERPA is the acronym for: Family Education Rights and Privacy Act of 1974. A brief overview:

**Disclosure of information other than directory information requires prior written consent of the student.** The consent must specify records that may be disclosed, state purpose of disclosure, and identify party or class of parties to whom disclosure may be made.

Without written consent, you can release student's directory information, such as:

- name;
- address;
- telephone number;
- field of study;
- dates if attendance (FERPA does not allow the disclosure of daily attendance records without written consent);
- degrees.

Some people may receive the information without the student's written consent.

Some of the exceptions are:

- To school officials (persons within the agency or institution determined to have legitimate educational interest);
- To Federal, State and local authorities involving an audit or evaluation of compliance with education programs;
- In connection with financial aid.

If you need more information about FERPA, the Records Office has information on its website.

<http://technet.gtcc.cc.nc.us/services/Records/>

While we who work with community college students typically want to be as helpful as possible, please be careful because the student has the right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of FERPA.