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**TITLE: Student Privacy**

**EFFECTIVE DATE:** January 22, 2007

**LAST REVISION:** October 8, 2014

Policy No. 5.571

## **Policy Statement**

### **Purpose**

Family Educational Rights and Privacy Act (FERPA) The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, is a federal law that protects the privacy of student “education records.” “Education records” are defined, with a few exceptions, as records containing information directly related to a student that are maintained by a school or its agent (including electronic records). FERPA prohibits schools from disclosing education records, or personally identifiable information in those records, other than certain basic directory information, without the student’s prior written consent, or the parent’s consent if the student is under the age of 18. The student may even request that directory information be withheld. Some exceptions allowing disclosure of education records do apply. For further information contact the Office of the Registrar.

### **Definitions**

Disclosure is defined as permitting access to, or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic. FERPA provides students the right to access and petition to correct their records. FERPA requires schools to track disclosures of education records to third parties and maintain a database of students who opt-out of directory information disclosures.

### **Procedure**

The institution reserves the right to disclose directory information. Directory information may be released without the student’s consent. Any student who does not want the following directory information disclosed, must submit a written request to disclose student information to the Office of the Registrar. The following information is considered directory information at Baton Rouge Community College:

- Student Name
- Local Address/Phone
- Home Address/Phone
- BRCC E-mail Address
- Date & Place of Birth
- Degrees and Awards/Honors Received and Dates
- Dates of Attendance (Current and Past)
- Full or Part-Time Enrollment Status
- Most Recently Attended Educational Institute
- Major Field of Student/Classification



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The college will also disclose information to the military as required by the Solomon Amendments. Except as is otherwise provided by this policy, all personally identifiable records directly related to a student or former student shall be kept confidential unless the student signs a FERPA waiver authorizing the release of such records.

Information that may not be released without written consent of the student or without the parent(s) certification of student's dependent status includes grades, BRCC ID's, ethnic backgrounds and student schedules. A student may choose to authorize an individual to have access to his/her records by completing a FERPA waiver form found in the Office of Enrollment Services. This waiver will authorize the institution to disclose student information to any individual the student permits. The institution will never disclose any student information via telephone.

According to federal law, once a student enrolls in an institution of higher education, whether the student is over age 18 or not, the student's parents no longer have automatic access to the student's education records. However, if the parents claim the student as a dependent on their federal income tax return, they may have access to the student's BRCC education/financial aid records without the student's prior written consent. If either parent claims the student, then both parents have access to the student's education records. Because tax dependency can change from year to year, parents who wish to establish eligibility to receive information from their students' education records must furnish a copy of their federal income tax return by April 15<sup>th</sup> of each year.

Please note that students may restrict Directory Information at any time and that if the student restricts the release of Directory Information, a special message appears when you attempt to access the student's record in the Student Information System; no information may be released on that student without further written permission.

Further information on FERPA and all its guidelines can be found at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Source of Policy: Registrar's Office  
Related Policy: \_\_\_\_\_  
Approved by:   
Chancellor: Andrea Lewis Miller

Responsible Administrator: The Registrar  
LCTCS Policy Reference: \_\_\_\_\_  
LCTCS Guideline Reference: \_\_\_\_\_  
Date: 10/08/14